

**eSchoolPLUS Users Guide  
Teacher Access Center 2.3**

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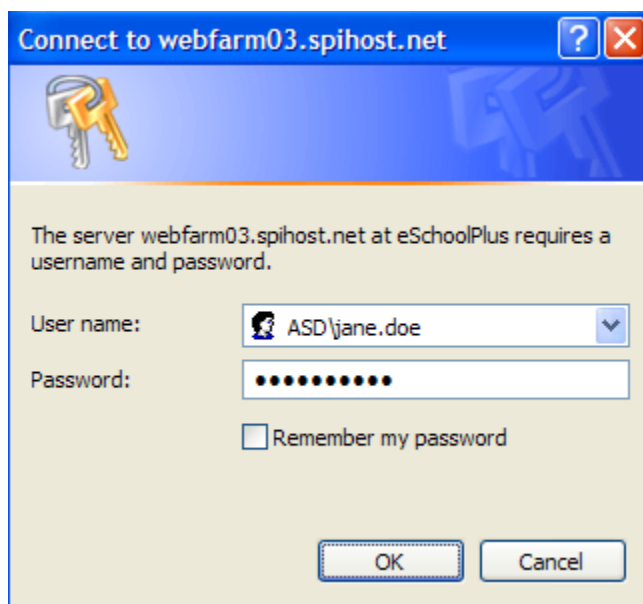
## Introduction to Teacher Access Center

*Teacher Access Center (TAC)* is a browser-based student information system that allows you to view and record information about the students for whom you are responsible. TAC can be used by teachers, substitutes, and activity advisors. Information is available in a variety of areas: Attendance, Grading, Student Success Plan, Discipline, and more.

TAC also contains a **Student Summary** page that allows you to view student registration, attendance, scheduling, grading and testing information. The availability of the **Student Summary** option and the sections within the page depends on the security configuration for your school.

### Logging in to Teacher Access Center (TAC)

1. Start your computer, log in, and connect to the Internet.
2. Connect to the following URL:  
[<Your district will provide the URL to connect to TAC>](#)
3. You will be prompted to enter your username and password. Your username is provided by the district.



## Your “My Home” Page

The “**My Home**” page allows you to access your attendance and gradebook tools, as well as a list of your classes, any reports you have created, and news items published by your school district.



- Click on from any screen in TAC to return to the **My Home** page.

**Teacher Access Center**

<< Max

My Home

[Click Here for Library System](#)

- View Student List
- Take Attendance
- Morning Bulletin
- Define Assignments
- Score Assignments
- Enter Interim Progress
- Enter Report Cards
- Enter Competencies
- Enter Interventions
- Enter Goals
- View Student Test Scores
- Email Students/Guardians
- Conduct Referrals
- Classroom Issues
- Class Issue Mass Entry
- Teacher Preferences
- Cognos Reporting
- Select Theme
- Set Environment

**My Classes**

View: **Current MP**
Attendance Date: 6/22/2010
RC Run: 3
IPR Date: 04/21/2010

Period	Course	Description	Room	Cycles	Marking Periods	Actions									
Building: 1050 - Hillman High School			Staff: Campbell, Dawn												
	N/A	Primary Homeroom	FA7			List	-	-	-	-	-	-	-	-	
1	4501WH - 18	World History	141	A, B	T2, T3	List	Att	All	P	Pic	Def	Score	IPR	RC	Comp
3	0120NC2 - 3	Study Hall Sem 2	141	A, B	T3	List	Att	All	P	Pic	-	-	-	-	Comp
4	4503WH - 2	AP World History	141	A, B	T2, T3	List	Att	All	P	Pic	Def	Score	IPR	RC	Comp
A-5	2303EN - 2	English 10 H Block	140	A, B	T2, T3	List	Att	All	P	Pic	Def	Score	IPR	RC	Comp
6	4503WH - 1	AP World History	141	A, B	T2, T3	List	Att	All	P	Pic	Def	Score	IPR	RC	Comp
7	2303EN - 1	English 10 H Block	140	A, B	T2, T3	List	Att	All	P	Pic	Def	Score	IPR	RC	Comp
ASM		All-School Musical	List - - - - -												

**My Lunch Counts**

Lunch Type	Count
Building: 1050 - Hillman High School	
Staff: Campbell, Dawn	
Hot Lunch	0
Milk Only	0
<input type="button" value="Save"/>	

**News**

**6/22/2010 - Progress Report Deadline**

Please submit your progress report grades and comments by the end of the day on April 23.

**6/1/2010 - Tip - Saving Reports**

When you open a report, you can save the report to your PC. Then you can delete the report from your Home page.

**My Messages**

Date	Message	Delete
Scheduling Messages:		
Building: 1050 - Hillman High School Staff: Campbell, Dawn		
6/22/2010	Misty Brayton has been withdrawn from your AP World History (Course 4503WH-1) class as of 1/15/2010.	<input type="checkbox"/>
You do not have any messages related to discipline.		
<input type="button" value="Delete"/>		

**My Reports**

File Name	Last Modified	Delete
<a href="#">Student Detail 4501WH-18 T3</a>	6/22/2010 4:57:32 PM	<input type="checkbox"/>
<input type="button" value="Delete"/>		

## My Classes

Listed in the **My Classes** pane are the courses you are assigned to teach in the Master Schedule, as well as any activities or homerooms to which you are assigned. The list of courses which display will depend on the option you select in the **Courses** drop down selection field.

**View:** The list of courses will display one of four options:

- **Current MP:** Courses meeting in the current marking period.
- **Attendance:** Those courses or homerooms which take attendance.
- **Grading:** Those courses which receive grades.
- **Activities:** Activities for which you are an advisor.
- **All:** All courses will display.

**Note:** If you are logging in to Teacher Access Center prior to the start of your current school year, select "**All Courses**" to see a listing of all your scheduled courses for the current year.

**Attendance Date:** The available dates to view or take attendance. The attendance date defaults to the current date. According to your district's policy, the dates for which attendance can be viewed or updated by a teacher may differ.

**RC Run:** Displays the current marking period for report card grades.

**IPR Date:** Displays the processing date(s) for Interim Progress Reports. The IPR processing dates will depend on your district's policies and setup.

**Course Information:** The course information displays with associated links for attendance and grade options.

My Classes

View: 

Current MP

 Attendance Date: 

4/14/2010

 RC Run: 

3

 IPR Date: 

04/21/2010

Period	Course	Description	Room	Cycles	Marking Periods	Actions									
Building: 1050 - Hillman High School Staff: Bookman, Liana															
1		Multiple Classes				List	Att All P	-	-	Score	IPR	RC	-	-	
1	4504WH - 1	World Studies	233	A, B	T2, T3	List	Att All P	Pic	Def	Score	IPR	RC	✓	Comp Rec	
1	2301EN - 1	World Studies English	233	A, B	T2, T3	List	Att All P	Pic	Def	Score	IPR	RC		Comp Rec	

The following links will display under the **Actions** section of the **My Classes** window.

- [List](#) Click to view the list of active students in the selected course.
- [Att All P](#) Click [Att](#) to take attendance. If all students are present, click [All P](#).
- [Pic](#) Click to take attendance by seating chart displaying students' pictures.
- [Def](#) Click to define gradebook assignments for the selected course.
- [Score](#) Click to enter gradebook scores for the defined assignments for the selected course.
- [IPR](#) Click to enter Interim Progress Report grades and comments.
- [RC](#) Click to enter Report Card grades and comments
- [Comp](#) Click to enter Course Competency marks and comments.
- [Rec](#) Click to enter course recommendations for student requests.

## News

**News** options are district-wide messages from the eSchoolPlus System Administrator.

**News**

**4/8/2008 - Welcome**  
Welcome to the  
eSchoolPLUS Overviews

**3/19/2008 - Staff  
Meeting**  
There will be a staff  
meeting today at 3:30 in  
the Admin building.





**4/4/2007 - Report  
Cards Deadline**  
Please note that Report  
Cards marks must be  
submitted by 4:00 pm on  
Friday, April 4.



## My Reports

The “**My Reports**” pane displays your reports. Reports are created as Adobe .pdf files and can be viewed online, saved, or printed.

My Reports		
File Name	Last Modified	Delete
<a href="#">Assignment Averages 1510B-1 M6 ID 103121</a>	5/21/2008 6:14:19 PM	<input type="checkbox"/>
<a href="#">Averages 1510B-1 M6</a>	5/21/2008 7:40:16 PM	<input type="checkbox"/>
<a href="#">Class Roster 1206-1</a>	4/25/2008 3:25:48 PM	<input type="checkbox"/>
<a href="#">Missing Scores 1510B-1 M6</a>	5/20/2008 6:56:56 PM	<input type="checkbox"/>
		<input type="button" value="Delete"/>

- To view a report, click the report name.
- To print the report, view the report and then click .
- To save the report, view the report and then click .
- To delete a report, select the report(s) and click **Delete**.
- To delete “all” your reports, click  and click **Delete**.
- You can also click on  **Print** to send a report to your local printer.

## Using Online Help

For more detailed information about each page, use the  **Help** button on the upper right corner of the screen. Once the screen help is displayed you may click on the name of a field for a specific explanation.

## My Messages

The “**My Messages**” pane displays messages for you regarding student schedule changes for the courses that you teach. A message displays in this section when a student is added to or dropped from your course, or when a student's scheduling information for your course has changed. If your school uses Conduct Referrals, messages will display if a referral has been returned to you by the school administrator. A message displays until you choose to delete it.

This section only displays if your building administrator has selected to display teacher messages in TAC.

My Messages		
Date	Message	Delete
Building: 330 - Chiloquin Jr/Sr High School Staff: <input type="text"/>		
6/12/2008	<a href="#">Robert Atawater</a> has been withdrawn from your Chemistry - S2 (Course 1510B-1) class as of 6/12/2008.	<input type="checkbox"/> <input type="button" value="Delete"/>

- From the **My Messages** window, click the student's name.
- To delete the message, select the message record and click **Delete**.



- To delete all messages, click   and click **Delete**.

## My Lunch Counts

**My Lunch Counts** displays fields for you to enter the total number of students who will be buying a specific lunch option. The **My Lunch Counts** pane may not display on your **My Home** page if your school does not submit lunch counts, or if your administrator has indicated that you do not need to report lunch counts.

When you enter lunch counts, enter the total value. For example, if you had already saved a lunch count that indicated that 5 students were buying Hot Lunch and you needed to update the count to add 1 more student, you would enter 6 for Hot Lunch. Click **Save** to save your changes.

My Lunch Counts	
Lunch Type	Count
Building: 7 - CA Elementary School #7	
Hot Lunch	<input type="text" value="5"/>
Milk Only	<input type="text" value="0"/>
<input type="button" value="Save"/>	

## Using Menu Options

The left side of the TAC page contains menu options for all available functions in TAC.

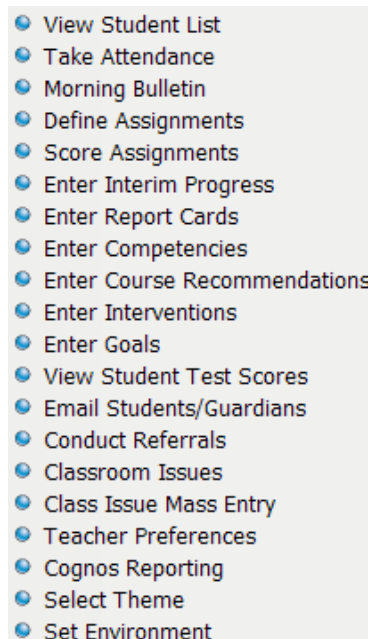
For TAC options that require a course, first click the corresponding link for the menu item in the **My Classes** list to the right of the desired course. Later, once you have opened one option for a course, choosing another course-related menu item immediately opens the new option for the same course.

One of two options will display on the left-hand side of the **My Home** title bar:

- **<< Max** allows you to close the menu options and expand TAC to the width of the full window.
- **Restore >>** allows you to open the menu options after you have expanded TAC to the maximum size of your window.

Links for a course on the My Classes area:

- **View Student List (List):** Display a class list.
- **Take Attendance (Att / Pic):** Take attendance for the selected course / homeroom.
- **Define Assignments (Def):** Enter gradebook assignments for the selected course.
- **Score Assignments (Score):** Enter gradebook scores for the course assignments that have already been created.
- **Enter Interim Progress (IPR):** Display the Interim Progress Report screen for the selected course.
- **Enter Report Cards (RC):** Display the Report Card Entry screen for the selected course.
- **(Comp):** Enter Course Competencies for the selected course. The Enter Report Cards menu option allows access to this link.
- **Enter Course Recommendations (Rec):** Display the Course Recommendations screen for students in the selected course.



You do not have to select a course for the following menu items:

- **Morning Bulletin:** To view a list of students reported absent that day in your classes or in your building.
- **Enter Competencies:** For entering Student Competencies only.
- **Enter Interventions:** Displays the students you teach who have a Success Plan that is designated for progress evaluation.
- **Enter Goals:** Displays the students for whom you are designated a Goal Manager in Student Success Plan.
- **View Student Test Scores:** Displays selected test scores for students in your classes.
- **Email Students/Guardians:** Send an email to students and/or guardians.
- **Conduct Referrals:** To refer one or more students to an administrator, usually for disciplinary issues.
- **Classroom Issues/Class Issue Mass Entry:** To track any information about students in your classroom.
- **Teacher Preferences:** Modify your teacher preferences.
- **Select Theme:** Change the color or design of the TAC screen.
- **Set Environment:** Return to the login page –or– change to summer school mode (if applicable to your district.)

## Viewing Course Rosters and Student Summary Information

The **Course Roster** page displays the list of students enrolled in a course or homeroom assigned to you. General course or homeroom information displays at the top of the Course Roster. You can see the course code, description, building, and meeting information. Within this section of the window, you can specify additional information to display on the roster.

The **Students** section lists general information for the students who are (or who were) enrolled in the class, such as the student's name, ID, grade, gender, homeroom and birth date. If you selected to display withdrawn students (students who were enrolled in the class at any time during this year, even if they are no longer actively enrolled in the class), the student information for withdrawn students displays in red text.

### To View a Course Roster

1. On the **My Home** page, click **List** to view the Course Roster for the selected course.

The **Course Roster** will display listing all of your active students in the course.

**Course Roster**

[My Classes](#)
[Report](#)
[Seating Chart](#)
[Show Options](#)

---

**Course Information**

Course	Section	Description	Building	Primary Staff	Marking Periods	Periods	Days
1510B	1	Chemistry - S2	330 - Training High School	John Doe	M4, M5, M6	1	M, T, W, R, F

---

**Students**

Student	ID	Grade	Gender	Homeroom	Birth Date
<a href="#">Bentley, Jackie Lynn</a>	102382	10	Female		2/23/1992
<a href="#">Casper, Jonathan Lewis</a>	102348	10	Male		10/4/1991
<a href="#">Eastman, Phillip Robert</a>	101222	10	Male		9/13/1991
<a href="#">Jones, Riley Steven</a>	103507	10	Male		2/12/1992
<a href="#">McGruffy, Jessica Rosemary</a>	102213	10	Female		9/7/1991
<a href="#">Simpson, John Bernard</a>	103121	10	Male		3/29/1992
<a href="#">Smith, Kim E</a>	109020	10	Female		12/1/1996

[My Classes](#)
[Report](#)
[Seating Chart](#)
[Show Options](#)

## To Print a Class Roster

1. From the **Course Roster** screen, click **Report**.
2. Click the **Printer** icon to send the *Class Roster* to your local printer.

Training High School

### Class Roster

6/23/2008

Teacher: John Doe  
 Course: 1510B-1  
 Description: Chemistry - S2

MPs: M4, M5, M6  
 Cycles: M, T, W, R, F  
 Periods: 1

Student	ID	Grade	Gender	Homeroom	Birthdate
Bentley, Jackie Lynn	102382	10	Female		2/23/1992
Casper, Jonathan Lewis	102348	10	Male		10/4/1991
Eastman, Phillip Robert	101222	10	Male		9/13/1991
Jones, Riley Steven	103507	10	Male		2/12/1992
McGruffy, Jessica Rosemary	102213	10	Female		9/7/1991
Simpson, John Bernard	103121	10	Male		3/29/1992
Smith, Kim E	109020	10	Female		12/1/1996

## To Create a Customized Seating Chart

1. To create a customized seating chart, click the **Seating Chart** button.

**Seating Chart**

---

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
1510B	1	Chemistry - S2	John Doe	M4, M5, M6	1	M, T, W, R, F









---

Settings

Columns:  Rows:

2. Specify the number of columns and rows for the seating chart. You cannot enter a number of columns or rows that is less than the highest column number or row number in which a student is displayed. When you select another field, the number of columns and/or rows you selected will display in the seating chart.

Seating Chart

 102348 Casper, Jonathan Lewis	 101222 Eastman, Phillip Robert	 103507 Jones, Riley Steven	 102213 McGruffy, Jessica Rosemary
 103180 Atavater, Robert Joseph	 102382 Bentley, Jackie Lynn	 109020 Smith, Kim E	 103121 Simpson, John Bernard

3. To move a student, move your cursor over the student's name and drag and drop the student's photo to a new location.
4. Repeat Step 3 until all student photos are arranged.
5. To save the seating chart, click on **Save**.
6. Click **Class Roster** to return to your course roster.

### To Change How Information Displays on the Class Roster

1. To change how information displays on the Class Roster page, click **Show Options**.
2. In the **Show Withdrawn Students** selection box, select how withdrawn students are listed. Select from the following options:
  - **None**: to not display withdrawn students
  - **Alphabetically**: to display withdrawn students sorted in alphabetical order within the list of active students
  - **Grouped**: to display withdrawn students grouped at the bottom of the list of students in the class

---

**Options**

**Show Withdrawn Students:** None ▼

**Additional Columns:** None  
Alphabetically  
Grouped

3. In the **Additional Columns** field, select the columns to display in the roster. Ctrl+click on the columns you want to include.

**Additional Columns:** 
 Student ID  
 Grade  
 Gender  
 Homeroom  
 Birth Date  
 Home Building  
 House/Team  
 Nickname  
 Alias Name  
 Counselor

4. If you check **Display Grid**, blank grid columns will display in the **Students** section of the roster.
5. If you checked **Display Grid**, in the **Columns To Display** field, select the number of columns (1 to 20) to display.

**Display Grid:** ☒

**Columns To Display:** 7 ▼

**Note:** To print the class roster report, you may need to change the columns you have selected if the space used by the selected columns exceeds the page width of the report.

6. If you wish to display attendance dates for the grid columns, check **Display Attendance Dates**.
7. If you checked **Display Attendance Dates**, enter the first date to print in the **Start Date** field. (The Start Date will default to the current date if Display Attendance Dates is selected.)

**Display Attendance Dates:** ☒

**Start Date:**

6/13/2008



8. A sample of your selected Class Roster format will display on the lower portion of your screen. Note the 7 additional columns which have been added with the appropriate attendance dates appearing at the top of the column headings.

Students												
Student	ID	Grade	Gender	Homeroom	Birth Date	6/13	6/16	6/17	6/18	6/19	6/20	6/23
<a href="#">Bentley, Jackie Lynn</a> ⚠	102382	10	Female		2/23/1992							
<a href="#">Casper, Jonathan Lewis</a> ⚠	102348	10	Male		10/4/1991							
<a href="#">Eastman, Phillip Robert</a> ⚠ ⚠	101222	10	Male		9/13/1991							
<a href="#">Jones, Riley Steven</a> ⚠	103507	10	Male		2/12/1992							
<a href="#">McGruffy, Jessica Rosemary</a> ⚠	102213	10	Female		9/7/1991							
<a href="#">Simpson, John Bernard</a> ⚠	103121	10	Male		3/29/1992							
<a href="#">Smith, Kim E</a>	109020	10	Female		12/1/1996							

9. Click **Report** to generate a .pdf of your Class Roster.

### To View Student Summary Information and Alerts

1. On the **My Home** page, click **List** to view the **Course Roster** for the selected course.
2. The **Course Roster** will display listing all of your active students in the course.
3. If **Alerts** have been turned on for your district, you may see yellow “alert” symbols next to a student's name.



4. These alerts are tied to information contained in eSchoolPLUS Medical, Special Ed, Personal Comments, and Academic areas screens. The following alerts may be available for viewing by teachers according to your district policy: Medical Alerts, Disabilities, 504 Plan, Classification (Special Ed), IEP (Special Ed), Personal Comments, At Risk, Eligibility Status (athletics or activities). They are denoted by the following symbols:



Medical



Special Education



Personal Comments



Academic

5. To view details of the alert, click on the appropriate symbol next to the student's name.



Student has the following Medical Alerts:

- Student has a 504 Plan.
- Student has a Medical Alert of 1002 - Allergy (SULPHA MEDICATIONS).

Close



6. To view the Student Summary information, click on the student's name.



ID: 55620

Name: Adams, Jennifer

Building: Hillman High School

Grade: 10

IPR Summary

RC Summary

Test Summary

TRN Summary

Close

### Student Summary

#### Registration Information

Status: Active

Gender: Female

Counselor: Marshall, Suzanne

Homeroom: 213

HRM Teacher: Christopher, Jill

Calendar: Regular

House/Team:

Sec. Homeroom:

Sec. HRM Teacher:

Age: 14

Birthdate: 03/17/1996

Language: English

#### District Registration Information

Family/Census #:

Res. District:

Alt. Building:

Alt. District:

#### Contact Information

Priority	Name	Type	Address	Phone Number	E-Mail Address
		Mailing Address	4206 Main Street Creswell, OR 98102	Home: (508)747-2225	<a href="mailto:jadams@coleridge.k12.or.us">jadams@coleridge.k12.or.us</a>
		Physical Address	4206 Main Street Creswell, OR 98102	Home: (508)747-2225	<a href="mailto:jadams@coleridge.k12.or.us">jadams@coleridge.k12.or.us</a>
1	Linda Adams	Guardian	4206 Main Street Creswell, OR 98102	Cell 1: (508)747-2225 Work 1: (508)448-6977	<a href="mailto:linda.adams@oregon.edu">linda.adams@oregon.edu</a>
2	Cynthia and Douglas Adams	Emergency Contact	5591 Spring Road Coleridge, OR 95202	Cell 1: (508)282-5725 Cell 2: (508)932-1383	

#### Emergency Information

Physician: Not specified

Hospital: Not specified

Insurance: Not specified

ID: Not specified

Group: Not specified

Subscriber: Not specified

#### Schedule Information

Period	Course-Section		Room	Teacher	Time	Building
1	World History	4501WH-18	141	<a href="#">Campbell, Dawn</a>	7:45 AM - 8:40 AM	HHS
2	Integrated Math 2 Lab	5647EL-1	129	<a href="#">Sobol, Erica</a>	8:40 AM - 9:40 AM	HHS
3	Interior Design 1	7565PA-2	53	<a href="#">Hunt, Diane</a>	9:40 AM - 10:35 AM	HHS
4	Biology	6610BS-14	213	<a href="#">Cross, Pat</a>	10:35 AM - 11:30 AM	HHS
A	Lunch	0160NC-2	N/A	Staff	11:30 AM - 12:00 PM	HHS
5 - B	English 10	2300EN-18	235	<a href="#">Bookman, Liana</a>	12:00 PM - 1:00 PM	HHS
6	Integrated Math 2	5655MA-7	138	<a href="#">Sobol, Erica</a>	1:00 PM - 1:55 PM	HHS
7	Academic Lab	1095EL-8	50	<a href="#">Branton, Stacy</a>	1:55 PM - 2:45 PM	HHS

#### Attendance Information

Building	Room	Course	Description	Attendance Period	Scheduling Period	Absence	Dismiss	Arrive	Source
HHS	141	4501WH - 18	World History	1	1	Tardy Excused		8:30 AM	Office

7. To display the student's schedule for the year, click **Schedule Information** link.
8. To display a year view of the student's attendance, click **Attendance Information** link.
9. To display the IPR Summary for the student, click **IPR Summary**. You can select another IPR Date to display. After you have reviewed the IPR information, click **Summary** to return to the Student Summary or **Close** to close the IPR Summary and Student Summary.
10. To display the Report Card Summary for the student, click **RC Summary**. You can select another Report Card Run to display. After you have reviewed the Report Card information, click **Summary** to return to the Student Summary or **Close** to close Report Card Summary and Student Summary.
11. To display the Test Summary for the student, click **Test Summary**. You can add a test from this page only if your district policy allows allow teachers and/or substitutes to enter test information for specific tests.
12. To display the Transcripts course history summary, click **TRN Summary**. You can choose to display courses by term or by year, depending on the grouping options defined for your district.

## Taking Attendance

The **Take Attendance** page allows you to add and view attendance information for students in your classes. Information on the page header identifies the homeroom or course selected, the attendance date, and the period in which the class is taught.

The bottom of the page includes a list of students and columns in which you can enter attendance information for your students. This list of students is sorted in alphabetical order by the student's last name. If attendance has previously been entered by the office, it will display in red above the other columns. If there is an office entry that is incorrect, contact the attendance clerk so the clerk can correct absence information.

Buttons display above the list of students to allow you to check all checkboxes or clear all checkboxes for an attendance code. For example, if the page displays a **Check All Abs** button, you can click the button to check the **Absent** checkbox for all students.

**Take Attendance**

[Click Here for Library System](#)

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**Attendance Date:** 4/14/2010 ▼

**4503WH -1    AP World History    Period: 6**

**Teacher:** Campbell, Dawn    **Room:** 141    **Building:** 1050 - Hillman High School  
**Number of Students:** 33

Student	Grade	A	T	P	Code	Dismiss Time	Arrive Time	Add Entry	Clear Entry
<a href="#">Acton, Lara E</a>	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>	
<a href="#">Adkins, Ian J</a>	10	Office: Tardy Excused					1:16 PM		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>	
<a href="#">Babayan, Paige Charlotte</a>	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>	
<a href="#">Bragg, Tonya</a> ⚠	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>	
<a href="#">Choi, Hilary T</a>	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>	
<a href="#">Cumberland, Sam K</a>	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>	
<a href="#">Dean, Rachel Elizabeth</a> ⚠	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input style="width: 20px; height: 20px;" type="button" value="+"/>	

## To Take Attendance by Course Roster

- From the **My Home** page click **Att** under the Actions column for the selected course or homeroom.

- If homerooms are assigned to you, the **My Classes** will look similar to the following example:

**My Classes**

Courses: Current MP Courses Attendance Date: 6/6/2008 RC Run: 3 IPR Date:

Period	Course	Description	Room	Cycles	Marking Periods	Actions					
Building: 7 - CA Elementary School #7 Staff: APICHELLA											
HOME	N/A	Primary Homeroom	20			<a href="#">List</a>	<a href="#">Att All P</a>	<a href="#">Pic</a>	-	-	-

- If scheduled courses are assigned to you in the master schedule, the **My Classes** will display all the scheduled courses as well.

**My Classes**

Courses: Current MP Courses Attendance Date: 6/23/2008 RC Run: 6 IPR Date: 6/13/2008

Period	Course	Description	Room	Cycles	Marking Periods	Actions							
Building: 330 - Training High School Staff: John Doe													
1	1510B - 1	Chemistry - S2	A3	M, T, W, R, F	M4, M5, M6	<a href="#">List</a>	<a href="#">Att All P</a>	<a href="#">Pic</a>	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a> ✓	<a href="#">RC</a> ✓	<a href="#">Comp</a>

- Take attendance by selecting one of the following checkboxes:

**A:** Student was absent.

**T:** Student was tardy to class.

**P:** Student was previously marked absent, but was actually present. In most schools, this checkbox is **ONLY** used to correct errors. Your administration must tell you if you must mark students who are present. See the section below on **Positive Attendance** for more information.

Student	Grade	A	T	P	Dismiss Time	Arrive Time
<a href="#">Atawater, Robert Joseph</a> ⚠️	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Based on your district's attendance policies, your system administrator may allow teachers to enter alternate attendance codes predefined by your district. If your district has enabled this option, select an attendance code from the **Code** field.

Student	Grade	A	T	P	Code	Dismiss Time	Arrive Time	Add Entry	Clear Entry
<a href="#">Bentley, Jackie Lynn</a> ⚠️	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>			<input type="button" value="+"/>	

- Enter **Arrival** or **Dismissal Times** (as dictated by District policy)
- Use the **Check All Abs** or **Check All Tar** buttons to mark the **entire** class absent or tardy (rarely used).
- Click a student's name to display demographic information (optional).
- Click **Save** to submit attendance.
- A "green" checkmark next to the **Att** link indicates that attendance has been taken and submitted.

## To Indicate All Students Are Present

- From the **My Home** page, click **All P** under the Actions column for the selected course or homeroom. This does not mark the students present. This indicates to the system that the teacher should not appear on the Missing Submissions report for Attendance.

## To Take Attendance Using the Seating Chart

- From the **My Home** page click **Pic** under the Actions column for the selected course.
- Take attendance by selecting one of the following checkboxes:

**A:** Student was absent.

**T:** Student was tardy to class.


**P:** Student was previously marked absent, but was actually present. In most schools, this checkbox is **ONLY** used to correct errors.

**Note:** If your district has elected to allow teachers to select an attendance code, select the attendance code from the **Code** field located directly below the student's picture.

## Positive Attendance

Some schools may require an attendance code to be entered for every student, including when a student is present. These schools are typically smaller or offer alternative education programs. In this case, the administrators may set up your school such that you can save an attendance code for the student when you check the "P" checkbox. They may also switch the order of the columns so that the "P" column is first.

Your administration must tell you any special procedures to follow when tracking attendance at your school.

Take Attendance									
Save	My Classes	Display as Photos	Audit Report						
Attendance Date: 6/25/2010									
<b>4503WH -1 AP World History Period: 6</b> Teacher: Campbell, Dawn Room: 141 Building: 1050 - Hillman High School Number of Students: 33									
Check All Pres		Clear All Pres		Check All Tar		Clear All Tar			
Student	Grade	P	T	A	Code	Dismiss Time	Arrive Time	Add Entry	Clear Entry
<a href="#">Acton, Lara E</a>	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1144 1591 1166 1619" type="button" value="+"/>	<input data-bbox="1209 1591 1230 1619" type="button" value="X"/>
<a href="#">Adkins, Ian J</a>	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1144 1654 1166 1682" type="button" value="+"/>	<input data-bbox="1209 1654 1230 1682" type="button" value="X"/>
<a href="#">Babayan, Paige Charlotte</a>	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1144 1717 1166 1745" type="button" value="+"/>	<input data-bbox="1209 1717 1230 1745" type="button" value="X"/>
<a href="#">Bragg, Tonya</a> 	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1144 1780 1166 1808" type="button" value="+"/>	<input data-bbox="1209 1780 1230 1808" type="button" value="X"/>
<a href="#">Choi, Hilary T</a>	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1144 1843 1166 1871" type="button" value="+"/>	<input data-bbox="1209 1843 1230 1871" type="button" value="X"/>

### To View Attendance Information on the Morning Bulletin

1. Click the **Morning Bulletin** option on the left menu to display a list of absent students for your assigned courses.
2. To view a list of all absent students in your assigned building, select **Show “All Students”** and click **Refresh Bulletin**.
3. To change the Sort Order, switch from **Student Name** to **Period Order**, and click **Refresh Bulletin**.

Morning Bulletin									
<a href="#">Click Here for Library System</a>									
Attendance Date:		4/14/2010		Refresh Bulletin					
Show:		All Students							
Building:		1050 - Hillman High School							
Sort Order:		Student Name							
Building: 1050 - Hillman High School									
Student	Grade	Course	Description	Period	Absence	Dismiss	Arrive	Source	Comment
<a href="#">Adkins, Ian J</a>	10	4503WH - 1	AP World History	6	Tardy Excused		1:16 PM	Office	
<a href="#">Braun, Sarah N</a>	10	2301EN - 1	World Studies English	1	Unexcused			Teacher	
<a href="#">Choi, Hilary T</a>	10	4503WH - 1	AP World History	6	Unexcused			Teacher	
<a href="#">Cumberland, Sam K</a>	10	4503WH - 1	AP World History	6	Unexcused			Teacher	
<a href="#">Dean, Rachel Elizabeth</a>	10	4503WH - 1	AP World History	6	Unexcused			Teacher	
<a href="#">Gill, Alex Colin</a>	10	2301EN - 1	World Studies English	1	Unexcused			Teacher	
<a href="#">Harrington, Suzanne M</a>	10	2301EN - 1	World Studies English	1	Unexcused			Teacher	
<a href="#">Hoffmeister, Alex Paul</a>	10	2301EN - 1	World Studies English	1	Unexcused			Teacher	
<a href="#">Hwang, Ho San</a>	10	4503WH - 1	AP World History	6	Unexcused			Teacher	
<a href="#">Janachek, Lynn</a>	10	2301EN - 1	World Studies English	1	Unexcused			Teacher	
<a href="#">Lang, Holly M</a>	10	4503WH - 1	AP World History	6	Unexcused			Teacher	
<a href="#">Mendoza, Angela V</a>	10	2301EN - 1	World Studies English	1	Field Trip			Office	
		3040FL - 1	French 3	3	Field Trip			Office	
		5651MA - 4	Geometry	4	Field Trip			Office	
		7540PA - 2	Fash, Fabric & Const	A	Field Trip			Office	
		7540PA - 2	Fash, Fabric & Const	5	Field Trip			Office	
		1855PE2 - 4	Women's Body Sculpting	6	Field Trip			Office	
		6610BS - 17	Biology	7	Field Trip			Office	
<a href="#">Zhang, John A</a>	10	4503WH - 1	AP World History	6	Unexcused			Teacher	

## The Def Link in My Classes: Defining Categories and Assignments

The Def link on the Home Page opens the setup areas for your Gradebook. Your screen will display the selected course information on the upper portion of the screen. On the lower portion of the screen are five tabs:

- **Categories.** Use this tab to select the categories to be used for assignments in this course. Your school administrator defines the categories available to be used in Gradebook, such as homework, quizzes, and exams.
- **Assignments.** Use this tab to add the assignments to be scored. Assignments are the specific assignments that you are grading. You must assign each assignment to a category.
- **IPR Averages:** Use this tab to select the categories of assignments to be used to calculate the mark(s) to post to the student's IPR marks for the course.
- **Report Card Averages:** Use this tab to select the categories of assignments to be used to calculate the mark(s) to post to the student's RC marks for the course.
- **Attachments:** Use this tab to upload attachments that you want students to download from Home Access Center (HAC). For example, you might want to post the course syllabus or information about a class field trip. Attachments can also be defined for specific assignments on the Assignments tab.

**Define Categories**

---

**Building:** 4553 - Dallenberg High School

---

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
0204	1	Hon. World Cultures 3	Loomis, Paul	M1, M2, M3, M4	3	1, 2, 3, 4, 5

Categories

Assignments

IPR Averages

Report Card Averages

Attachments

**Calculate Average Using Total Points:** ☒

**Default Scale:**

Include	Category*	Drop Lowest*	Marking Periods*	Exclude Missing	
<input checked="" type="checkbox"/>	CW - Classwork	0	Default	Exclude missing scores from the average.	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	FEXAM - Final Exam	0	Default	Exclude missing scores from the average.	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	HW - Homework	0	Default	Exclude missing scores from the average.	<a href="#">Edit</a>
<input type="checkbox"/>	LAB - Lab				
<input checked="" type="checkbox"/>	MEXAM - Midterm Exam	0	Default	Exclude missing scores from the average.	<a href="#">Edit</a>



## Defining Categories

One “category” must be associated with each assignment. The categories selected are used for the entire duration of a course.

Categories can be used when calculating overall Report Cards and IPR averages for the selected course.

There are two methods of calculating averages for a course:

- **Using Weights and Percentages:** Each category is assigned a weight. The student’s overall average will be based upon the relative weights of each category. The weights are also displayed as a percentage. The weights do not need to add up to 100. Assignments are averaged within each category before computing the final average. For example, you would define the course to use Weights and Percentages if “Class Participation” is worth 10 percent of the student’s report card grade. To use this option, leave the box “Calculate Average Using Total Points” unchecked.
- **Using Total Points:** When the overall average for a course is calculated using Total Points, the weight column will not be available for entry. The average posted to the mark slot will be the total points earned in the course divided by the total possible points for assignments. The Category designation is therefore informational only. If you use this option, you cannot override the average for category tabs because marks are not calculated using category averages. To use this option, check the box marked “Calculate Average Using Total Points.”

Regardless of which averaging option you select, you can define whether you wish to drop low scores (and how many) and the way you wish to handle missing assignment scores.

Categories	Assignments	IPR Averages	Report Card Averages	Attachments			
<p>Calculate Average Using Total Points: <input type="checkbox"/></p> <p>Default Scale: <input type="text"/></p>							
Include	Category*	Weight*	Drop Lowest*	Marking Periods*	Exclude Missing	Percent	
<input checked="" type="checkbox"/>	CW - Classwork	1.00	0	Default	Exclude missing scores from the average.	10.00 %	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	FEXAM - Final Exam	0.00	0	Default	Exclude missing scores from the average.	0.00 %	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	HW - Homework	1.00	0	Default	Exclude missing scores from the average.	10.00 %	<a href="#">Edit</a>
<input type="checkbox"/>	LAB - Lab						
<input checked="" type="checkbox"/>	MEXAM - Midterm Exam	0.00	0	Default	Exclude missing scores from the average.	0.00 %	<a href="#">Edit</a>
<input type="checkbox"/>	OTH - Other						
<input type="checkbox"/>	PAPER - Term Papers						
<input type="checkbox"/>	PART - Participation						
<input checked="" type="checkbox"/>	PRO - Project	4.00	0	Default	Exclude missing scores from the average.	40.00 %	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	QUIZ - Quiz	2.00	0	Default	Exclude missing scores from the average.	20.00 %	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	TEST - Test	2.00	0	Default	Exclude missing scores from the average.	20.00 %	<a href="#">Edit</a>



**To Define Categories**

1. From the Define Assignments page, click the **Categories** tab to view a list of the categories that have been created by your school administrator.
2. Check the appropriate options below depending on how you wish to calculate the course averages:
  - **Calculate Average Using Total Points:** Select whether to “Calculate Average Using Total Points.” If checked, the **Category Weight** fields will not be used when the assignment is defined. If this box is *not* checked, averages will be calculated using weights and percentages.
  - **Calculation:** This option is used when your school does not use a Gradebook Scale. This determines whether averages for categories will be rounded or truncated when posting to Report Cards and Progress Reports. If the field does not display, averages are rounded.
  - **Default Scale:** When available, specify a default gradebook scale to be used when loading from Gradebook into Report Cards or Progress Reports. TAC uses this scale to translate the student's overall percentage average into a valid report cards mark. For example, if you select an “ALPHA” scale, and the student's Gradebook average is 98.85, the Load from Gradebook option could translate this to an A+. Your system administrators specify the numeric thresholds for each mark. If no default scale is specified, numeric (percentage) averages will be loaded to Report Cards and Progress Reports.

Calculate Average Using Total Points: ☐

Calculation: Round ▼

Default Scale: ▼

Category*	Weight*	Drop Lowest*
ALPHA - Alpha Marks		
SPED1 - Special Education		
SPED2 - Special Education Pass/Fail		
ST - Standard		

3. Click the **Edit** link on the far right to update the category definitions as follows:
  - **Include:** A “green” checkmark will appear in this field for each category of assignments that have been defined for the selected course.
  - **Category:** The code and description of the category defined for your district, for example, HWK for Homework.
  - **Weight:** The weight of this category when calculating IPR and Report Cards marks that are based on category averages. The field will not display if you selected “Calculate Average Using Total Points.”
  - **Drop Lowest:** Determines whether a certain number of low scores by students are dropped. For example, if set to 2, the lowest two scores in this category for a student will be excluded from the calculation. The lowest score is determined as the lowest percentage score; not the lowest number. For example, if a student got 4 out of 5 on Homework A and 75 out of 100 on Homework B and you drop only one score, the 75 out of 100 assignment would be dropped. Scores are not dropped until you have entered one more score than the number entered at the Drop Lowest field. The default of 0 means no scores are dropped.
  - **Marking Periods:** Allows you to specify the number of scores to drop on a per marking period basis.
  - **Exclude Missing:** Determines whether missing scores should count as zero or be excluded from the average. A score is considered missing when no scores have been entered on or after the due date.
  - **Percent:** The percent is automatically calculated based upon the relative weights of all categories selected. If you selected four categories for inclusion, each with a weight of 1, the percent to be applied to the average calculation would be 25%. This field will not display if you selected “**Calculate Using Total Points.**”
4. Click **Save** on the far right side when you are done.

Include	Category*	Weight*	Drop Lowest*	Marking Periods*	Exclude Missing	Percent	
<input checked="" type="checkbox"/>	CW - Classwork	1.00	0	M1,M2	Exclude missing scores from the average.	10.00 %	<a href="#">Save</a> <a href="#">Cancel</a>

## Defining Assignments

The **Assignments** tab is used to define the individual assignments to be scored in the selected course. Each assignment must have a due date and a category. Due dates must fall within the start and end date for the Marking Period selected at the top of the page. When the course is not averaged using Total Points, the category determines how the assignment score computes in the students' calculated averages for Report Cards and Interim Progress marks.

After you define categories and assignments for a course, you can copy defined assignments to other courses you teach.

**Define Assignments**

---

**Building:** 4553 - Dallenberg High School  
**RC Run:** 3  
**Marking Period:** M3 01/22/2010 - 03/26/2010

---

**Course Information**

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
0248	1	West Civilization 3	Loomis, Paul	M3, M4	6	1, 2, 3, 4, 5

This course does not have competencies defined

Date Assigned	Date Due *	Category *	Extra Credit	Description *	Rubrics/ Competencies	Points *	Weight *	Files	Publish Item	Publish Scores	
01/22/2010	01/25/2010	Project	Not Extra Credit	Historic Visual Presentation		42.00	1.00				<a href="#">Edit</a>
01/29/2010	02/01/2010	Classwork	Not Extra Credit	Greek World Map		20.00	1.00				<a href="#">Edit</a>
02/01/2010	02/05/2010	Quiz	Not Extra Credit	Greek World Map Quiz		30.00	1.00				<a href="#">Edit</a>
02/22/2010	03/01/2010	Quiz	Not Extra Credit	Chapter 3 ID Quiz The Greeks		27.00	1.00				<a href="#">Edit</a>

### To Define Assignments

- In the **Date Assigned** field, enter the date the assignment will be assigned to students (optional). The Date Assigned must be a date within the marking period selected at the top of the page.
- In the **Date Due** field, enter the date the assignment is due.
  - Note:** The Date Due must be within the marking period date range. The Date Due is used to determine if scores should be included in averages.
  - If the Date Due is after the current date, the assignment is not included in the student's current averages.
  - If the Date Due is after the IPR date, that assignment is not included in the average for that IPR.
  - If the Date Due is before the current date and no score is entered for the student, the assignment is considered *missing*.
  - On the Category tab, you can specify whether averages for categories should exclude a missing assignment or should use a score of 0 (zero) for a missing assignment.
- In the **Category** field, select the category for this assignment. Only those categories that have been selected on the Category tab will be available.

4. In the **Extra Credit** field, select whether this entire assignment applies as extra credit towards the student's average. You can designate possible points for an extra credit assignment, but this value will not be used for averaging and is informational only.

Three options are available for extra credit assignments:

- **Add to Total Points.** The points earned for this assignment will be added to the numerator before averaging. Thus if a student had 180 points out of 200 possible points, plus 5 extra credit points, the average would be 185/200 or a 92.5 percent.
- **Add to Average.** The extra points will be added after the average is calculated. Thus if a student had 180 points out of 200 possible points, plus 5 extra credit points, the average without the extra credit would be 180/200 or 90 percent. With the 5 extra credit points, the average would be 95 percent.
- **Not Extra Credit.** The regular calculations apply. You may award extra points for an assignment that is not an Extra Credit assignment when entering student scores.

Extra Credit Notes:

Do not define a category to store only extra credit assignments if you use category weights to calculate averages. You must have at least one regular assignment included in a category that includes extra credit assignments.

If an assignment allows a student to earn extra credit in addition to the possible score, select Not Extra Credit. For example, if a 10 point quiz has a 2 point extra credit question, then the assignment is **not** an extra credit assignment. When you enter student scores, you can enter more points than the possible points for the assignment to indicate that extra credit points were earned.

Extra credit scores are only included in the student's average if they are not blank.

The possible points are not included in the denominator before averaging for a category or a mark.

Extra credit is never dropped as part of a Drop lowest score.

5. In the **Description** field, enter the description of the assignment.
- This description appears at the top of the **Scores** page when you are in the **Score** column for this assignment, and displays as a tool tip when you hover the mouse cursor over the heading for the assignment.
  - The description will also display in the Home Access Center if you publish the item. Click **More...** if you want to add an detailed description of the assignment. This detail will also appear in HAC.
6. Information about the Rubrics/Competencies column is covered in a separate document on Standards-Based Gradebook. You may also consult the Online Help.
7. In the **Points** field, enter the total **possible** points for this assignment. This does not limit the points that can be entered as a score, so bonus points should not be included here. Because points are used in the formula for calculating averages, this should not be set to zero.
- If the assignment is extra credit, points will not be included in possible total points.
  - Category averages are calculated based on points and weights. For example, if a student gets 7 points out of 10 on assignment 1 and 20 points out of 20 on assignment 2 and neither assignment is weighted, the student's average would be calculated as  $7 + 20 / 10 + 20 = 27/30$  which is 90%.
  - To calculate averages based on percentages for assignments, you must enter possible points and scores as percentages. For example, to indicate that a student got 75% for an assignment, you would define the assignment with possible points of 100 and a score of 75.
8. In the **Weight** field, enter the relative weight of this assignment when calculating the average. When averages are determined, the weight is multiplied against both the score and the total number of points. The average for a category is calculated as the  $[\text{sum of (each score X weight)}] / [\text{sum of (each total points X weight)}]$

9. If you wish to upload files for this assignment to Home Access Center (HAC), click the folder icon located under the **Files** column hearing.
10. Check **Publish Item** if this assignment should be listed in HAC.
11. Check **Publish Scores** if the score for this assignment should display in HAC.
12. Click **Save**.

### To Delete an Assignment

1. Assignments can only be deleted if no scores have been entered against the assignment. Scores that still exist for students who have dropped the course will also prevent you from deleting an assignment.
2. Click **Delete** next to the assignment record to delete the assignment.

### To Copy Categories and Assignments “To” a Course

You can copy assignments from one course to multiple courses at the same time. You may copy from first semester to second semester. To copy assignments from a previous year, see the section after copying Categories and Assignments From a Course. When the Date Due in the old course is not valid for the new course, the Copy utility will set the Date Due to be the first day of the marking period in the new course.

1. Click **Def** link for the course that already has assignments defined. The **Define Assignments** page displays.
2. Click **Copy** button.

**Copy Categories and Assessments**

**Building:** 330 - Training High School  
**RC Run:** 6

---

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
1510B	1	Chemistry - S2	John Doe	M4, M5, M6	1	M, T, W, R, F

3. In **Copy Direction** field, select **To Courses**.

Copy Options

Copy Direction:

Copy Type:

Include Marking Periods:

☐ ☐ ☐ ☐ ☐ ☒

**Overwrite Categories:** ☐
**Copy Course Attachments:** ☐
**Copy Assessment Attachments:** ☐

4. In the **Copy Type** field, select the options you want to copy.
  - **Categories and Assignments:** This option copies *all* the categories and assignments.
  - **Categories Only:** This option copies *only* categories, without copying assignments.
5. In the **Include Marking Periods** fields, check the marking period(s) *from* which you want to copy information.

6. Check **Overwrite Categories** if you wish to overwrite existing category information for the course.
7. Check **Copy Course Attachments** if you wish to copy any uploaded attachments to the course.
8. Check **Copy Assignment Attachments** if you wish to copy attachments defined for the *assignments*.
9. In the **To Courses** section, select the course(s) you want to “copy to” and select the appropriate marking period(s). You can copy to more than one course at a time. You may copy from first semester to second semester.

To Courses									
Include	Course	Periods	Days	M1 To	M2 To	M3 To	M4 To	M5 To	M6 To
<input type="checkbox"/>	1510A - 1 Chemistry - S1	1	M, T, W, R, F	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3
<input type="checkbox"/>	1510B - 1 Chemistry - S2	1	M, T, W, R, F	<input type="radio"/> M4 <input type="radio"/> M5 <input checked="" type="radio"/> M6	<input type="radio"/> M4 <input type="radio"/> M5 <input checked="" type="radio"/> M6	<input type="radio"/> M4 <input type="radio"/> M5 <input checked="" type="radio"/> M6	<input type="radio"/> M4 <input type="radio"/> M5 <input checked="" type="radio"/> M6	<input type="radio"/> M4 <input type="radio"/> M5 <input checked="" type="radio"/> M6	<input type="radio"/> M4 <input type="radio"/> M5 <input checked="" type="radio"/> M6
<input type="checkbox"/>	2421 - 1 Science 8th	3	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6
<input checked="" type="checkbox"/>	2421 - 2 Science 8th	4	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4 <input type="radio"/> M5 <input type="radio"/> M6	<input checked="" type="radio"/> M1 <input checked="" type="radio"/> M2 <input checked="" type="radio"/> M3 <input checked="" type="radio"/> M4 <input checked="" type="radio"/> M5 <input checked="" type="radio"/> M6

10. In the **Categories and Assessments** section, click to select categories and assignments to copy. Use the All/None buttons to quickly select all assignments within a category.

Categories and Assessments																																	
Include	Category	Description	Weight	Drop Lowest	Assessments																												
<input checked="" type="checkbox"/>	ASSGN	Assignment	1.00	0	3																												
		<table border="1"> <thead> <tr> <th>Include</th> <th>Assign Date</th> <th>Due Date</th> <th>Marking Period</th> <th>Description</th> <th>Points</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>05/01/2008</td> <td>05/07/2008</td> <td>M6</td> <td>Chapter 1 questions</td> <td>25</td> <td>1.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>05/08/2008</td> <td>05/14/2008</td> <td>M6</td> <td>Chapter 2 questions</td> <td>25</td> <td>1.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>05/15/2008</td> <td>05/21/2008</td> <td>M6</td> <td>Chapter 3 questions</td> <td>25</td> <td>1.00</td> </tr> </tbody> </table>	Include	Assign Date	Due Date	Marking Period	Description	Points	Weight	<input checked="" type="checkbox"/>	05/01/2008	05/07/2008	M6	Chapter 1 questions	25	1.00	<input checked="" type="checkbox"/>	05/08/2008	05/14/2008	M6	Chapter 2 questions	25	1.00	<input checked="" type="checkbox"/>	05/15/2008	05/21/2008	M6	Chapter 3 questions	25	1.00			
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<input checked="" type="checkbox"/>	EXAM	Exam	2.00	0	1																												
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Include	Assign Date	Due Date	Marking Period	Description	Points	Weight																											
<input checked="" type="checkbox"/>	05/20/2008	05/22/2008	M6	Exam Chpt 1,2,3	100	1.00																											
<input checked="" type="checkbox"/>	PART	Participation	1.00	0	1																												
		<table border="1"> <thead> <tr> <th>Include</th> <th>Assign Date</th> <th>Due Date</th> <th>Marking Period</th> <th>Description</th> <th>Points</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>05/01/2008</td> <td>05/23/2008</td> <td>M6</td> <td>Classroom Participation</td> <td>50</td> <td>1.00</td> </tr> </tbody> </table>	Include	Assign Date	Due Date	Marking Period	Description	Points	Weight	<input checked="" type="checkbox"/>	05/01/2008	05/23/2008	M6	Classroom Participation	50	1.00																	
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<input checked="" type="checkbox"/>	05/01/2008	05/23/2008	M6	Classroom Participation	50	1.00																											

11. Click **Copy**. You will receive a message that the assignments have been copied.

## To Copy Categories and Assignments “From” a Course

1. Click **Def** link for the new course. This course might already have some assignments defined, but you may wish to copy new assignments from another course. The **Define Assignments** page displays.
2. Click the **Copy** button.
3. In **Copy Direction** field, select **From Course**.
4. In the **Copy Type** field, select the options you want to copy.
  - **Categories and Assignments:** This option copies *all* the categories and assignments.
  - **Categories Only:** This option copies *only* categories, without copying assignments.
5. In the **Include Marking Periods** fields, check the marking period(s) to which you want to copy information.

### Copy Options

Copy Direction:

Copy Type:

Previous School Year:

Include Marking Periods: ☒ M3 ☐ M4

Overwrite Categories: ☐ Copy Course Attachments: ☐ Copy Assignment Attachments: ☐ Copy Rubrics: ☐

### From Course

Copy From	Course	Periods	Days	M3 From	M4 From
<input checked="" type="radio"/>	0204 - 1 Hon.World Cultures 3	3	1, 2, 3, 4, 5	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4

6. Check **Overwrite Categories** if you wish to overwrite existing category information for the course
7. Check **Copy Course Attachments** and/or **Copy Assignment Attachments** if you wish to copy attachments for the course.
8. Check **Copy Rubrics** if you wish to copy rubrics defined for Standards-Based Gradebook.
9. In the **From Courses** section of the page, select the radio button for the course from which you want to copy categories and assignments.
10. In the **Marking Period** columns that are available for the course, select the radio button for the marking period(s) from which you want to copy information.
11. In the **Categories and Assessments** section of the page, select the categories and assignments you want to copy by entering a check for the ones you want to copy. Use the All/None buttons to quickly select all assignments within a category.

### Categories and Assessments

Include	Category	Description	Weight	Drop Lowest	Assessments			
<input checked="" type="checkbox"/> All <input type="checkbox"/> None	<input type="checkbox"/> ASSGN	Assignment	1.00	0	10			
		<input checked="" type="checkbox"/> Include <input type="checkbox"/> All <input type="checkbox"/> None	Assign Date	Due Date	Marking Period	Description	Points	Weight
		<input type="checkbox"/>	04/29/2008	05/02/2008	M6	Chapter 1 questions	25	1.00
		<input type="checkbox"/>	05/06/2008	05/09/2008	M6	Chapter 3 questions	25	1.00

12. Click **Copy**.

**Note:** If you copied assignments from one marking period to another, you must edit the Date Due for the assignments.

## To Copy Categories and Assignments from Last Year's Gradebook

1. On **My Home** page, select the appropriate report card run you want to define Gradebook information for.
2. Click **Def** link for the course you want to define. The **Define Assignments** page displays.
3. Click **Copy** button.
4. In **Copy Direction** field, select **From Course**.
5. In the **Copy Type** field, select the options you want to copy.
  - **Categories and Assignments** to copy all the categories and assignments.
  - **Categories Only** to copy the categories, without copying assignments. Use this option if the same assignments are not used for selected courses.
  - **Course Attachments Only** to copy the attachments.
6. In the **Previous School Year** field, select the year from which you want to copy the Gradebook. This option will only display if you have assignments defined in a previous year.
7. In the **Include Marking Periods** fields, check the marking periods to which you want to copy information.
8. To overwrite existing category information for the course, check **Overwrite Categories**.
9. To copy attachments defined for the course, check **Copy Course Attachments**.
10. To copy attachments defined for the assignments you select to copy, check **Copy Assignment Attachments**.
11. In the **From Courses** section of the page, select the radio button for the course from which you want to copy categories and assignments.
12. In the **Marking Period** columns that are available for the course, select the radio button for the marking period(s) from which you want to copy information. If the courses meet for the same marking periods, you will most likely select the same marking period as the marking period being copied. But, if you have a section of a course that meets marking periods 1 and 2 and you want to copy to a section that meets marking periods 3 and 4, you might copy from marking period 1 to marking period 3.
13. In the **Categories and Assignments** section of the page, select the categories and assignments you want to copy by entering a check for the ones you want to copy.
  - To copy all categories, click **All** in the header row at the top of the list of Categories and Assignments.
  - To copy a category and all of its assignments, click **All** in the header that displays below the row of the category you want to copy.
14. Click **Copy**.

**Important Note:** If you copied assignments, you must edit the Date Due for the assignments. The Copy sets the Date Due for all assignments to the date of the first day of the school year.

## Defining IPR and Report Card Averages

The **IPR Averages** and **Report Card Averages** tabs allow you to view or change the categories to be included when loading student marks on the IPR or Report Card Entry pages.

A common example is when teachers want to include Exam marks in the Gradebook at the end of a course, and then also load those Exam marks into the Report Card. These Exam marks may need to be separated from the mark that is loaded on the Interim Progress Reports entry page. Teachers must define IPR Averages if there is a possibility that the Date Due of the Exam assignment is prior to the IPR date. Otherwise, the Exam assignment scores will be averaged into the IPR mark.

The category definitions which appear on the screen(s) are based upon the default category definitions you previously created for the course. A teacher can choose to:

- Select the categories to be included in the calculation for the IPR or Report Card mark.
- Override the definition of a category for the selected marking period.

### The Define IPR Averages Tab

The **Define IPR Averages** tab has two sections. The top portion displays the course information for the selected course.

Define IPR Averages

My Classes
Scores
Copy

---

Building: 330 - Training High School

---

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
1510B	1	Chemistry - S2	John Doe	M4, M5, M6	1	M, T, W, R, F

nts
IPR Averages
Report Card Averages
Attachments

---

Current View	Mark Type	Override	Calculation
	IPR - Interim Progress	<input type="checkbox"/>	Round <span style="border: 1px solid #ccc; padding: 0 5px;">v</span>

The bottom portion of the screen displays the default category definitions included for the course for the Mark Type of "IPR".

Mark Type: IPR					
Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent
✓	ASSGN - Assignment	1.00	0	Exclude missing scores from the average.	25.00 %
✓	CLWRK - Classwork	1.00	0	Exclude missing scores from the average.	25.00 %
✓	EXAM - Exam	1.00	0	Exclude missing scores from the average.	25.00 %
✓	LAB - Lab	1.00	1	Exclude missing scores from the average.	25.00 %



### To Override the Categories Included on an IPR

1. Select the **IPR Averages** tab from the **Define Assignments** page.
2. Check the **Override** box next to the mark type if you want to:
  - Select the categories to include in the average for that mark type
  - Change the weights for the categories to be averaged
  - Change the number of scores to drop
  - Specify how missing scores should be handled
3. **Include:** Check to include the category in the average for the selected mark type.
4. Select the category to change and click **Edit** on the right side. Modify the fields as follows:
  - **Weight:** Enter the relative weight of the category you wish to use when calculating the average for the mark. If you selected “Calculate Using Total Points” when creating the category definition, the Weight field will not display.
  - **Drop Lowest:** Enter the number of grades to drop when calculating the average for the mark.
  - **Exclude Missing:** You can select whether you wish to *exclude* missing scores from the average calculation – or – missing scores should count as *zero* in the average calculation.
  - **Percent:** The “Percent” that the category represents in the average for the mark will automatically display in this field after the record is saved. If you selected “Calculate Using Total Points” when creating the category definition, the Percent field will not display.

#### Mark Type: IPR

Include <small>All None</small>		Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input checked="" type="checkbox"/>		ASSGN - Assignment	1.00	0	Exclude missing scores from the average.	33.33 %	<a href="#">Edit</a>
<input type="checkbox"/>		CLWRK - Classwork					
<input checked="" type="checkbox"/>		EXAM - Exam	2.00	0	Exclude missing scores from the average.	66.67 %	<a href="#">Edit</a>
<input type="checkbox"/>		LAB - Lab					

5. After you have modified each category as desired, click **Save** on the right side.

## The Define Report Card Averages Page

The **IPR Averages** and **Report Card Averages** tabs allow you to view or change the categories to be included when loading student marks on the IPR or Report Card Entry pages.

A common example is when teachers want to include Exam marks in the Gradebook and then also load those Exam marks into the Report Card. These Exam marks typically need to be separated from the Marking Period grade that prints on Report Cards. Teachers **must** define Report Card Averages to ensure that the Exam assignment scores are not included in the Marking Period grade in Report Cards.

The category definitions which appear on the screen(s) are based upon the default category definitions you previously created for the course. A teacher can choose to:

- Select the categories to be included in the calculation for the IPR or Report Card mark.
- Override the definition of a category for the selected marking period.

Mark Types may be averaged based on Gradebook scores or based on existing Report Cards marks. Your system administrator controls how the marks are averaged. For example, Marking Period marks are typically calculated based off Gradebook assignments, but a Semester or Final mark is often the average of multiple marking period and exam marks, and usually includes information from prior marking periods.

If your school uses calculates Semester or Final marks based off of existing Report Cards marks, your administrator may restrict your ability to override the weights assigned to each marking period or exam mark included in that calculation.

The **Define Report Card Averages** page has two sections. The top portion displays the course information for the selected course.

If necessary, change the **Marking Period** to reflect the marking period in which the mark types will be issued. For example, to modify categories included in the Final Exam mark, select the last marking period for the course.

**Define Report Card Averages**

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**Building:** 4553 - Dallenberg High School  
**RC Run:** 4  
**Marking Period:** M4 ▼ 03/29/2010 - 06/11/2010

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**Course Information**

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
0204	1	Hon.World Cultures 3	Loomis, Paul	M1, M2, M3, M4	3	1, 2, 3, 4, 5

The bottom portion of the screen displays the category or categories included in the average for the selected mark type. The **Mark Types** that display will depend on the Marking Period selected and how your district has defined your marking periods.

Categories	Assignments	IPR Averages	Report Card Averages	Attachments																																																								
<table border="1"> <thead> <tr> <th>Current View</th> <th>Mark Type</th> <th>Override</th> <th>Calculation</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>FE - Final Exam</td> <td><input checked="" type="checkbox"/></td> <td>Round <input type="button" value="v"/></td> </tr> <tr> <td><input type="radio"/></td> <td>MP - Marking Period</td> <td><input checked="" type="checkbox"/></td> <td>Round <input type="button" value="v"/></td> </tr> <tr> <td><input type="radio"/></td> <td>FIN - FINAL GRADE</td> <td><input type="checkbox"/></td> <td>Round <input type="button" value="v"/></td> </tr> </tbody> </table>					Current View	Mark Type	Override	Calculation	<input checked="" type="radio"/>	FE - Final Exam	<input checked="" type="checkbox"/>	Round <input type="button" value="v"/>	<input type="radio"/>	MP - Marking Period	<input checked="" type="checkbox"/>	Round <input type="button" value="v"/>	<input type="radio"/>	FIN - FINAL GRADE	<input type="checkbox"/>	Round <input type="button" value="v"/>																																								
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<input type="checkbox"/>	TEST - Test																																																											

### To Override Report Cards Marks That Are Based On Gradebook Scores

1. Select the **Report Card Averages** tab from the **Define Assignments** page.
2. Set the **Current View** to the mark type that needs to be modified, for example, Exam or Marking Period.
3. Check **Override** if you need to:
  - Select the categories to include in the selected mark type
  - Change the weights for the categories to be averaged for the mark for the selected marking period
  - Change the number of scores to drop for the selected marking period
  - Specify how missing scores should be handled for the selected marking period
4. **Include:** Check each category that should be included in the average for the selected mark.

**NOTE:** You may need to repeat this step for additional mark types. For example, if you have updated the FE mark to only include the FEXAM category, you probably need to update the MP mark to include all categories **except** the FEXAM category. Use the All/None buttons to quickly select or deselect all categories.

5. If you need to override the category information that was originally defined on the Categories tab, click **Edit** on the right side. This would only be necessary if one marking period is calculated differently from the others. You can modify the fields as follows:
  - **Weight:** Enter the relative weight of the category you wish to use when calculating the average for the mark. If you selected “Calculate Using Total Points” when creating the category definition, the Weight field will not display.
  - **Drop Lowest:** Enter the number of grades to drop when calculating the average for the mark.
  - **Exclude Missing:** You can select whether you wish to exclude missing scores from the average calculation – or – missing scores should count as zero in the average calculation.
  - **Percent:** The “Percent” that the category represents in the average for the mark will automatically display in this field after the record is saved. This value may be the same as the value entered in Weight. If you selected “Calculate Using Total Points” when creating the category definition, the Percent field will not display.
6. After you have modified each category as desired, click **Save**.

<input checked="" type="checkbox"/>	EXAM - Exam	2	0	Exclude missing scores from the average.	50.00 %	<a href="#">Save</a> <a href="#">Cancel</a>
-------------------------------------	-------------	---	---	--	---------	---

### To Override Report Card Marks that Use an Average Setup

This option may be disabled based on your school's administrative setups.

1. Select the **Report Card Averages** tab from the **Define Assignments** page.
2. Change the **Marking Period**, if necessary.
3. Set the **Current View** to the mark type that needs to be modified, for example, Semester or Final.
4. Check **Override** if you need to:
  - Change the relative weights of each Report Cards mark included in the calculation
5. Click the **Override** link to the right of each mark that needs to be changed.
6. Change the relative weight of the mark and click the **Save** link to the right.
7. Click the **Edit** or **Restore** links to change or undo existing override settings for this marking period.

	FIN - FINAL GRADE	<input checked="" type="checkbox"/>	Round
--	-------------------	-------------------------------------	-------

Marking Period: M4		Mark Type: FIN		
Use	Mark Type/Average ID	Marking Period	Weight*	
Mark Type	MP - Marking Period	M1 - Marking Period 1	2	<a href="#">Edit</a> <a href="#">Restore</a>
Mark Type	MP - Marking Period	M2 - Marking Period 2	<input type="text" value="1"/>	<a href="#">Save</a> <a href="#">Cancel</a>
Mark Type	MP - Marking Period	M3 - Marking Period 3	1	<a href="#">Override</a>
Mark Type	FE - Final Exam	M4 - Marking Period 4	1	<a href="#">Override</a>
Mark Type	MP - Marking Period	M4 - Marking Period 4	1	<a href="#">Override</a>

## Attachments to Courses and Assignments

The **Upload Files for Course** page allows you to add attachments to display as a file that guardians or students can download from Home Access Center (HAC). If your school has configured the **Classwork** tab to be visible in HAC, parents and students can click on the link for the course name. The course attachments display at the bottom of the course information pop-up window. They can click on the link for an attachment and download and print the file. We recommend that you use file types that you know will be supported on most home computers.

You can attach documents to individual assignments from the **Define Assignments** page by clicking the **Folder** icon located under the **Files** column. Parents and students can view these files in HAC by clicking on the link for the description of the assignment on the Classwork page. The course attachments display at the bottom of the Assignment Information pop-up window.

**Upload Files for Course**

My Classes
Scores
Copy

---

**Building:** 4553 - Dallenberg High School  
**RC Run:** 4  
**Marking Period:** M4 ▼ 03/29/2010 - 06/11/2010

---

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
0204	1	Hon.World Cultures 3	Loomis, Paul	M1, M2, M3, M4	3	1, 2, 3, 4, 5

Categories
Assignments
IPR Averages
Report Card Averages
Attachments

---

File Name	Include in all MPs	
C:\Course Syllabus 2010.pdf <span style="float: right; border: 1px solid #ccc; padding: 2px 10px;">Browse...</span>	<input type="checkbox"/>	<a href="#" style="color: #0070C0;">Upload</a>

### To Upload Files for Courses

1. From the Define Assignments page, click the **Attachments** tab.
2. Click **Browse** and select the file to attach. If you wish to include the file as an attachment for all marking periods, check to **Include in all MPs**.
3. Click **Upload**.

### To Attach a File to a Selected Assignment

1. From the Define Assignments page, click  under the Files column next to the assignment.
2. Type the appropriate document name or click Browse to locate the file, and then click **Upload**.

Files

File Name	
<a href="#" style="color: #0070C0;">Chapter 3 Questions.doc</a>	<a href="#" style="color: #0070C0;">Delete</a>
<a href="#" style="color: #0070C0;">Student Detail.pdf</a>	<a href="#" style="color: #0070C0;">Delete</a>
<input style="width: 80%;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 2px 10px;">Browse...</span>	<a href="#" style="color: #0070C0;">Upload</a>

## Scoring Assignments

The **Scores** page is used to enter scores for the assignments for students. Folder tabs on the top left display assignments by category. The **All** tab displays all the assignments for the select marking period. The **All** tab may not appear based upon their building configuration or the preferences set in Teacher Preferences. Folder tabs on the top right limit the display to the assignments included in each mark type (IPR and Report Cards).

### Student Score Information

The right side of the page has columns for each assignment for this class, in order by Date Due. The points possible are included in the heading. The class average for an assignment appears at the bottom of the page. The format of a score column is used to indicate the following:

- **Yellow Background:** The score is invalid. Valid scores are numbers between -999.99 and 999.99 or a valid alphabetical score as defined by your school administration. See "Alpha Scores," below.
- **Pink Background:** The score is dropped (excluded) from the average for the tab. This is based on setups for each Category selected for the course on the Define Categories page.
- **Blue Background:** The score entered is greater than the possible score for the assignment. This value may be valid if students can earn extra credit for the assignment.
- **Red Text:** The student has a score, and a comment has been entered for this assignment for the student. The comment displays at the bottom of the page when you click in the score field.
- **Green Background:** The student's average can be manually overridden within the Gradebook when a specific category or mark type is selected. Overrides would typically only be performed at the end of a grading period, immediately prior to loading marks into IPR or Report Cards.

**Course: 4504WH-1 World Studies Period: 1**

[Click Here for Library System](#)

My Classes Assignments Printable Student Detail Missing Scores Assignment Averages Student Aliases Default Grade Comment Averages Score Threshold

**Selected Mark Type:** Term Grade **Marking Period:** T2 08/24/2009 - 12/18/2009 **Show Withdrawn Students:** None

**Assignment Description:** Jolly Classmates **Show Only Selected Row:** ☐

BLOCK CLWRK HMWK PART PRJCT TEST VOCAB WRITE All MID (9/16) MID (10/14) MID (11/11) EOC T

Student ID	Student Name	Notes	Grading Scale	RC Value	Student Average	8/25 BLOCK P:EC	8/31 HMWK P:10.00	9/3 HMWK P:10.00	9/9 VOCAB P:10.00	9/9 HMWK P:20.00	9/11 VOCAB P:20.00	9/23 VOCAB P:10.00	9/28 VOCAB P:20.00	9/28 PART P:EC
73208	Braun, Sarah N		S - Main	F	57.91	10.00	10.00	10.00	0.00	18.00	9.00	0.00	13.00	
46633	Brown, Brandon John		S - Main	F	48.97			NHI	10.00	12.00	19.50	0.00	13.50	
67023	Campo, Paula		S - Main	A-	89.50	5.00	10.00	10.00	10.00	20.00	19.50	10.00	18.00	
54805	Gill, Alex Colin		S - Main	B+	88.43		15.00	10.00	10.00	19.00	19.00	10.00	19.00	
54053	Haines, Greta Ann		S - Main	B	84.10	30.00	10.00	10.00	0.00	17.00	15.00	10.00	16.00	
54200	Harrington, Suzanne M		S - Main	B	84.82		15.00	10.00	10.00	20.00	19.00	0.00	18.00	
55058	Hawk, Celine Nicole		S - Main	B-	79.64	5.00	10.00	10.00	10.00	17.00	20.00	10.00	17.50	
55534	Hoffmeister, Alex Paul		S - Main	B-	79.57	15.00	10.00	5.00	10.00	16.00	13.00	10.00	17.00	20.00
<b>Class Average</b>					<b>78.41 %</b>	<b>11.67</b>	<b>12.88</b>	<b>9.27</b>	<b>6.67</b>	<b>17.70</b>	<b>15.93</b>	<b>6.67</b>	<b>16.60</b>	<b>20.00</b>

Incorrect Dropped Exceeded Comments Adjusted **Comment:**  
**Note:** Deducted 5 points for turning the assignment in late.

You can scroll to the right or down the list of students as needed. If you want to view a single student, click any score on that student's row, then click the **Show Only Selected Row** checkbox.

## Gradebook Scores Buttons

The following buttons appear on the Gradebook Scores page for scheduled courses:



**My Classes:** Goes to the **My Home** page.

**Assignments:** Goes to the **Define Assignments** page. You can view, modify, or add assignments and update selected information for categories or averages.

**Printable:** Displays a printable version of the class list, student assignments, and scores, with options to hide or display other information. An option to export to an Excel or .csv file is available here.

**Student Detail:** Generates a detailed report for each student in .pdf format. This report can be run for a selected student, and can be emailed to students and parents to indicate detailed progress in the course.

**Missing Scores:** Displays a report of students who have missing scores, grouped by student or assignment.

**Assignment Averages:** Generates a graph of each student's assignment scores compared to the class average. Can also be run for a selected student.

**Student Aliases:** Displays the **Student Alias Entry** page so you can enter alias names and order numbers for students to be used on reports.

**Default Grade:** Enters a default score for all students who do not have a score for the selected assignment.

**Comment:** Displays a pop-up where you can select a comment code, if available, and/or enter a free-text comment for the selected assignment for a student.

**Averages:** Displays the current average for each student for mark types that are calculated based on Average Setups when you load marks from Gradebook. For example, you could view the current semester average if the semester mark is calculated as the average of the marking period marks for marking period 1 and marking period 2.


- If you select this option in a marking period for which the course does not receive a mark that is calculated by the **Load from Gradebook** based on the average of other marks, no average will display.
- This option is designed to provide you with the ability to see the average that will be posted for these marks when you click **Load from Gradebook** on the **Enter Report Cards** page.

**Score Threshold:** Generates a list of students who have exceeded or fallen below a threshold for an assignment, category, or mark. You can run this report to compare the student's score or percentage to a threshold for a selected assignment or to compare the student's percentage average to a threshold for the tab you have displayed.



## To Enter Gradebook Scores

1. On **My Home** page, select the report card run you want to enter scores for. You may also change marking periods from the Gradebook Scores page.
2. Click **Score** link for the course. The **Gradebook Scores** page displays.
3. In the **Show Withdrawn Students** selection box, select how withdrawn students are listed. Select from the following options:
  - **None**: to not display withdrawn students
  - **Alphabetically**: to display withdrawn students sorted in alphabetical order within the list of active students
  - **Grouped**: to display withdrawn students grouped at the bottom of the list of students in the class

**Show Withdrawn Students:** None   
**Show Only S** None  
Alphabetically  
Grouped

IPR (5/28) IPR (6/1

4. If the score you want to enter is defined for a category that is not included on the default tab that is displayed, click on the tab you want to display.




**Selected Category:** All

**Marking Period:** T2  08/24/2009 - 12/18/2009





**Assignment Description:** Vocab Quiz 6

BLOCK CLWRK HMWK PART PRJCT TEST VOCAB WRITE All

5. To enter a score for a student, click in an assignment column and enter a score. By placing the mouse on the score field, a pop-up window will appear with the valid score choices. Depending on your district's policies, letter scores may be configured. For example, in the sample below an "E" has been selected to indicate that the student has been excused from this assignment. See "Alpha Scores," below.

Student Id	Student Name	Notes	Grading Scale	Student Average	5/9 ASSGN Pts:25	5/16 ASSGN Pts:25	5/23 ASSGN Pts:25	5/30 ASSGN Pts:25	6/4 ASSGN Pts:20	6/6 ASSGN Pts:25
102382	<a href="#">Bentley, Jackie Lynn</a> 		SPEED2 - Special Education Pass/Fail 	92.00 %		19.00	E	25.00		




6. When you click or <Tab> to the next field or click on a button on the page, the change is automatically saved and the Student Average is adjusted.

Student Name	Notes	Grading Scale	Student Average	5/2 ASSGN Pts:25	5/9 ASSGN Pts:25	5/16 ASSGN Pts:25
<a href="#">Atawater, Robert Joseph</a>  			94.66	24.00	24.00	23.00



### To Enter a Gradebook Comment for a Student's Score

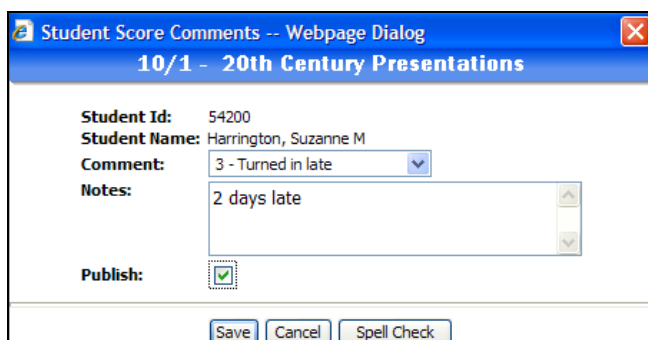
1. Click the Score link for the course you want to enter scores for. The Gradebook Scored Items page displays.
2. Click on the score for the student that you want to enter a comment for.

Student Id	Student Name	Notes	Grading Scale	Student Average	5/23 ASSGN Pts:25	5/30 ASSGN Pts:25
102382	<a href="#">Bentley, Jackie Lynn</a> 		SPED2 - Special Education Pass/Fail 	99.00	E	<a href="#">25.00</a>

3. Click **Comment**.

You can select from a list of codes defined by your administrator, type your own comment, or both.

- If the **Comment** field displays, you can select a pre-defined comment code.
- In the **Notes** field, enter a free text comment (up to 255 characters) you want to store.
- The **Publish** field determines whether the comment is visible to students and guardians in Home Access Center.



4. To spell check the text you entered, click Spell Check. Use the UltimateSpell options to make changes as needed. When you have completed the spell check, click OK to keep the changes and display the Student Score Comment pop-up window.

## To Add a Note to a Student Associated with the Course

1. If desired, you can enter a note for a student. Click the **Notes** icon next to the student's record to open the **Student Notes Entry** page. If **Publish** is checked, the notes will be viewable in Home Access Center.

55534 [Hoffmeister, Alex Paul](#)  S - Main ▼

Click Save.

**Student Notes Entry - Hoffmeister, Alex**

Scores

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**Competency Group Information**

Competency Group	Description	Staff Name

---

**Contact Information**

Contact Name	Contact Type	Language
Christine Hoffmeister	Guardian	Unknown
Ed Hoffmeister	Guardian	Unknown
Terri Moyer	Guardian	Unknown

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**Notes**

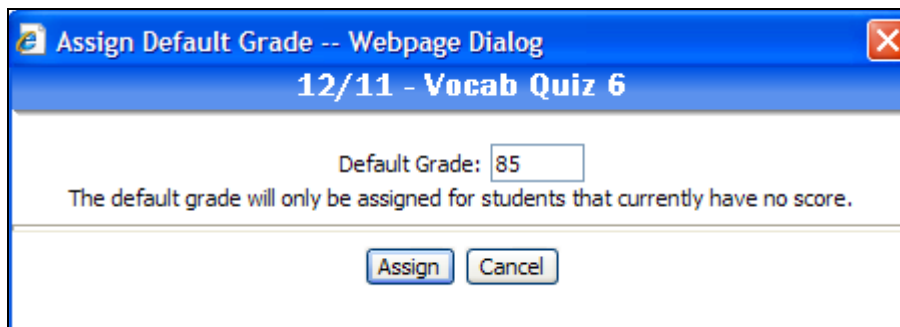
Date*	Comment*	Publish	
12/2/2009	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Please review vocabulary at home</div> <div style="text-align: right; margin-top: 5px;"> <span>↑</span>  <span>↓</span> </div> <div style="text-align: center; margin-top: 5px;"> <span>Spell Check</span> </div>	<input checked="" type="checkbox"/>	<a href="#">Save</a> <a href="#">Cancel</a>

### To Assign a Default Grade

1. If you want to enter the same score for all students who do not have a score for the assignment, click next to any student in that assignment column, and then click **Default Grade**.

**NOTE** that there is no “Undo” or mass clear option. Confirm that you have selected the correct assignment.

2. On the **Assign Default Grade** pop-up window, enter the score you want to load.

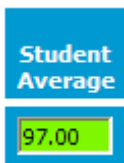


A screenshot of a web-based dialog box titled "Assign Default Grade -- Webpage Dialog". The dialog has a blue header bar with the title and a close button (X) in the top right corner. Below the header, the text "12/11 - Vocab Quiz 6" is displayed. In the center, there is a text input field labeled "Default Grade:" containing the number "85". Below the input field, a message states: "The default grade will only be assigned for students that currently have no score." At the bottom of the dialog, there are two buttons: "Assign" and "Cancel".

3. Click **Assign**.

### To Override a Student Average

1. Click the appropriate folder tab, typically a mark slot tab for IPR or Report Cards, for the average you wish to override. If your district does not allow teachers to override Gradebook overages, this option will not be available. Overrides would typically only be performed at the end of a grading period, immediately prior to loading marks into IPR or Report Cards.



A screenshot of a "Student Average" interface. It features a blue rectangular button with the text "Student Average" in white. Below this button is a green rectangular box containing the numerical value "97.00".

2. Modify the student average. Adjusted averages will be highlighted in green.

**NOTE:** If you have selected to calculate the average using Total Points, you *cannot* override the average for categories.

### To View A Student's Report Card or IPR Mark

1. If your district uses Gradebook Scales, select the Gradebook Scale that applies for that particular student.
2. If desired, select the Report Card or IPR Mark Type folder tab from the top right.
3. The projected Report Card or IPR mark displays in the RC Value column based on the selected Gradebook Scale. If no scale is selected, the numeric value of the mark will display.

Student ID	Student Name	Notes	Grading Scale	RC Value	Student Average	10/23 TEST P:75.00	10/28 VOCAB P:10.00	10/29 WRITE P:60.00
73208	<a href="#">Braun, Sarah N</a>		S - Main ▾	D	63.67		10.00	47.00
46633	<a href="#">Brown, Brandon John</a>		PF - PF ▾	F	56.46	43.00	10.00	50.00
67023	<a href="#">Campo, Paula</a>		▾	80.63	80.63	62.00	10.00	57.00

### Troubleshooting Student Averages

If the student's average displays unexpected results, check the following.

- If you are using Categories to calculate the average (not Total Points), does the Category have a weight defined on the Define Categories page?
- Is the Due Date for one of the assignments in the future? Scores for future assignments are not included in the average.
- Is the assignment defined as an Extra Credit assignment?
- If you are using Categories to calculate the average, is there at least one Regular assignment in the category with the Extra Credit assignment?
- Is there an override defined for this marking period in any of the categories included in the mark type on the Report Card Averages tab or the IPR Averages tab?

## Alpha Scores

When a student does not get a score for an assignment and the due date for the assignment has passed, the assignment is considered to be a *missing* assignment. When you define the categories you use and specify how you want IPR and/or Report Card averages to be calculated, you can select whether a missing assignment should count as if the student got a 0 (zero) or if the assignment should be excluded from the average.

If there are situations where you want to be able to indicate that the student does not need to have a score, you can enter an alpha score for the assignment. Your district defines the available alpha scores. When you hover the mouse cursor over a score, the valid alpha scores display.

Your district can define alpha scores to:

- Exclude an assignment from the student's average. For example, your district may define a code of "Exc" to indicate that a score is "excused" for the student and will be excluded from the student's average.
- Indicate that the student earned a specific percentage of the possible points. For example, your district may define an alpha score of "A" to indicate that a student got 100% of the possible points.

Your administrators must tell you the numeric equivalent that is defined for each alpha score and whether an alpha score is excluded from the average.

Student ID	Student Name	Notes	Grading Scale	RC Value	Student Average	1/22 PRO P:45.00	1/27 HW P:10.00	2/17 HW P:10.00	2/24 TEST P:70.00	3/2 HW P:10.00	3/16 TEST P:48.00
130059	<a href="#">Archer, Joshua</a>		PE - New O,S,U	S	80.00 %	O	O	O	Exc	O	O
130003	<a href="#">Barnes, Matthew Richard</a>		PE - New O,S,U	S	57.14 %	S	S	S	S	Abs	S
130010	<a href="#">Blake, Michael S</a>		PE - New O,S,U		0.00 %	U	U	U	U	U	U
130130	<a href="#">Burch, Megan</a>		PE - New O,S,U	S	62.55 %	O	O	S	S	U	U
003079	<a href="#">Curry, Marie Jeanette</a>		PE - New O,S,U	S	73.33 %	O	O	O	S	S	S

### Notes on Alpha Scores:

Be very careful when using alpha scores. In general, you should not mix alpha scores and regular numeric scores for the same assignment.

Use the following numeric equivalents for the alpha scores in the example above:

O = 80% of the possible points for the assignment

S = 60% of the possible points for the assignment

U = 0% of the possible points for the assignment

In the example above, if the student receives an O for a Homework assignment that has 10 possible points, a score of O is the same as giving the student a numeric score of 8.

If the student receives an S for a Project assignment with 45 possible points, that is the same as giving the student a numeric score of 27.

The Gradebook Scale selected for the students in this example has a minimum threshold of 90% or above for a Report Cards mark of O. Gradebook Scales are defined separately from alpha scores. In this example, the administrator might need to reconsider what the numeric equivalent of the alpha scores should be.

## Generating Gradebook Reports

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**Student Detail Report:** The Student Detail report lists the assignments by due date.

- For each assignment, the report lists total points, student score, class average, and description. Additionally, the report prints totals by categories and includes a signature line.
- For class averages, all scores are included, even if the Drop Lowest is set. If a score is blank, the Exclude Missing Scores option on the Categories page determines whether it counts as zero or is excluded from the average.

**Gradebook Missing Scores:** The Gradebook Missing Scores report lists any students with missing scores for a course. It includes the due date, short description, points, and weight of the missing assignment.

**Assignment Averages Report.** The Assignment Averages report displays a graphical representation of the average score or percentage for assignments.

- You can use this report to compare the class averages to a student's averages to see how a student is progressing in relation to the rest of the class.
- You can graph assignment averages as a bar chart or a line graph. You can also select to display a 3D version of each graph.
- The graph displays 15 assignments per page. Below the graph, there is a list of the assignments included, the student's scores (if running for an individual student), and the class average for the assignment.

**Score Threshold Report:** The Score Threshold report allows you to find a list of students who are performing poorly or performing above average based on a specified threshold. The report lists the student ID, name, and score or percentage for students who meet the threshold criteria you select.

- You can choose how to evaluate the threshold. You can select to return students who have a value that is less than, less than or equal to, greater than, or greater than or equal to a specified threshold value.
- You can generate a list of students based on an assignment score; assignment percentage; or category tab percentage.

## To Run the Student Detail Report

1. On **My Home** page, select the report card run (marking period) for which you want to run reports.
2. Click **Score** link for the course. The **Gradebook Scores** page displays.

**Notes:** If you want to print the report for a specific category or mark, click the tab for the category or mark. Only assignments included in the selected category or mark will be included on the Student Detail report.

For class averages, all scores are included, even if the “Drop Lowest” is set.

If a score is excluded based on the “Drop Lowest” setting, the score will appear with a line drawn through it.

If a score is blank, the Exclude Missing Scores option on the Categories page determines whether it counts as zero or is excluded from the average.

A sample of the Student Detail report appears on the next page.

3. If you want to run the report for one student, click on the row for the student and click on the **Show Only Selected Row** box to limit the report to display only the student you want to print. Or, leave unchecked to generate for all students.
4. Click **Student Detail**.
5. On the **Student Detail Report Options** pop-up box, specify the information that you want to include on the report.
  - **Header Text:** text you want to print in the Header Text field. Leave this field blank if you do not want to add header information. The text appears centered at the top of the report.
  - **Included Categories:** select whether you want to print all categories for the selected tab or you want to select the categories to print.
  - **Sections to Display:** select the sections to include in the report. You can print the assignments section only, the student averages section only, or both the assignments and student averages sections.
  - **Display Standard Assignments Message:** check to include the text "These are your assignments from [start date of marking period] to [current date, IPR date, or end date of marking period], and the scores you earned for each. If your records differ, please see me privately as soon as possible."
  - **Show Class Averages:** check to print the class average for every assignment.
  - **Display Alpha Marks:** check to show the alpha marks for averages. Alpha marks display only if the building is set up to issue alpha marks for report cards.
  - **Show Student Notes:** check to print the student notes that you entered with a check in the Publish checkbox.
  - **Show Signature Line:** check to print a parent signature line at the bottom of the report.
  - **Include Prior MP Summary:** check to include the scoring summary from previous marking periods.
6. Click **Run**. The report will open. You can then view, print, or save to your computer. Additionally, the .pdf file is saved automatically to your report directory and can be accessed from the **My Home** page.

## Sample Student Detail Report

Hillman High School

Student Detail Report  
Adkins, Ian J

6/24/2010

Course: AP World History

Marking Period: T3

Teacher: Campbell, Dawn

Period: 6

These are your assignments from 1/4/2010 to 6/24/2010, and the scores you earned for each. If your records differ, please see me privately as soon as possible.

Assignment	Due Date	Category	Score	Asmt Weight	Weighted Score	Class Average	Total Points	Weighted Total Points	Percent
History of China	2/3	Classwork	93.00	1.00	93.00	91.44	100	100	93.00%
Essay on Silk Road	2/8	Homework	20.00	1.00	20.00	18.25	20	20	100.00%
Confucianism Worksheet	2/11	Homework	—	1.00	0.00	14.94	15	15	0.00%
South Asian Religions Review	2/17	Homework	9.00	1.00	9.00	9.88	10	10	90.00%
East Asia Map	2/19	Homework	45.00	1.00	15.00	17.13	20	20	75.00%
Middle East Geography Test	3/3	Test	26.00	1.00	26.00	28.44	30	30	86.67%
Elements of Culture Group Activity	3/10	Classwork	13.00	1.00	13.00	13.60	15	15	86.67%

Category	Student's Points	/	Maximum Points	= Percent	*	Category Weight	=	Category Points	Grade	Dropped Asmts	Excluded Asmts
Classwork	106.00		115.00	92.17%		1.00		0.92173	A-	0	0
Homework	29.00		30.00	96.66%		1.00		0.96666	A	1	1
Test	26.00		30.00	86.66%		2.00		1.73333	B+	0	0
<b>Totals</b>						4.00		3.62172		1	1

Student's overall average is: 3.62172 / 4.00 = **90.54 %** (Grade: **A-** )



### To Run the Gradebook Missing Scores Report

1. On **My Home** page, select the report card run (marking period) for which you want to run reports.
2. Click **Score** link for the course. The **Gradebook Scores** page displays.
3. Click **Missing Scores**.
4. On the **Missing Scores Reports Options** pop-up box, specify how you want to run the report.
  - **No Page Break:** check to remove page breaks if desired.  
**Note:** If you want to give each student in your course a printed report of missing scores, enter a page break between each student.
  - **Group By:** Select how information should be grouped on the report. The options are: Student (to list all the assignments missed by a student grouped together) or Assignment (to list all the students missing an assignment grouped together).
  - **Show Withdrawn Students:** Displays the selection from the Gradebook Scores page. If you want to change this setting, click **Cancel** and change the selection on the Gradebook Scores page.
  - **Selected Assignment Only:** Check to print the missing scores for only the assignment you had selected on the Gradebook Scores page. To print all assignments, do not check this checkbox.
5. Click **Run**. The report will open. You can then view, print, or save to your computer. Additionally, the .pdf file is saved automatically to your report directory and can be accessed from the My Home page.

### Sample Missing Scores Report

Hillman High School

## Missing Assignments

6/24/2010

**Course:** AP World History**Marking Period:** T3**Teacher:** Campbell, Dawn**Period:** 6

### Confucianism Worksheet

**Assign Date:****Points:** 15.00**Due Date:** 2/11/2010**Weight:** 1.00

Student
Adkins, Ian J
Dietz, Claudia Ann

### To Run the Assignment Averages Report

1. On **My Home** page, select the report card run (marking period) for which you want to run reports.
2. Click **Score** link for the course. The **Gradebook Scores** page displays.
3. If you want to print the report for a specific category or mark, click the tab for the category or mark. Only assignments included in the selected category or mark will be included on the Assignment Averages report.

A sample Assignment Averages Report displays on the next page.

4. If you want to run the report for one student, click on the row for the student.
5. Click **Assignment Averages**.
6. On the **Assignment Average Report Options** pop-up box, specify the information that you want to include on the report.
  - **Selected Student Only:** Check to include the student's average as well as the class average. If you uncheck this checkbox, only the class average will be included on the graph.
  - **Values Basis:** Select whether you want to graph the points or percentage for each score.
  - **Chart Type:** Select the type of graph you want to use to analyze assignment averages. You can select to display the graph as a bar chart, line graph, 3D bar chart, or 3D line graph.
  - **Class Average Color:** Select the color in which you want to display the class averages.
  - **Student Score Color:** Select the color in which you want to display the student's averages. You can only access this field if you checked the Selected Students Only checkbox.
  - **Start Date:** Enter the Date Due for the first assignment you want to graph. The first day of the marking period defaults.
  - **End Date:** Enter the Date Due for the last assignment you want to graph. If you selected a category tab, the All tab, or a report card mark tab, the last date of the marking period defaults. If you selected an IPR tab, the IPR date defaults.
7. Click **Run**. The report will open. You can then view, print, or save to your computer. Additionally, the .pdf file is saved automatically to your report directory and can be accessed from the My Home page.

## Sample Assignment Averages Report

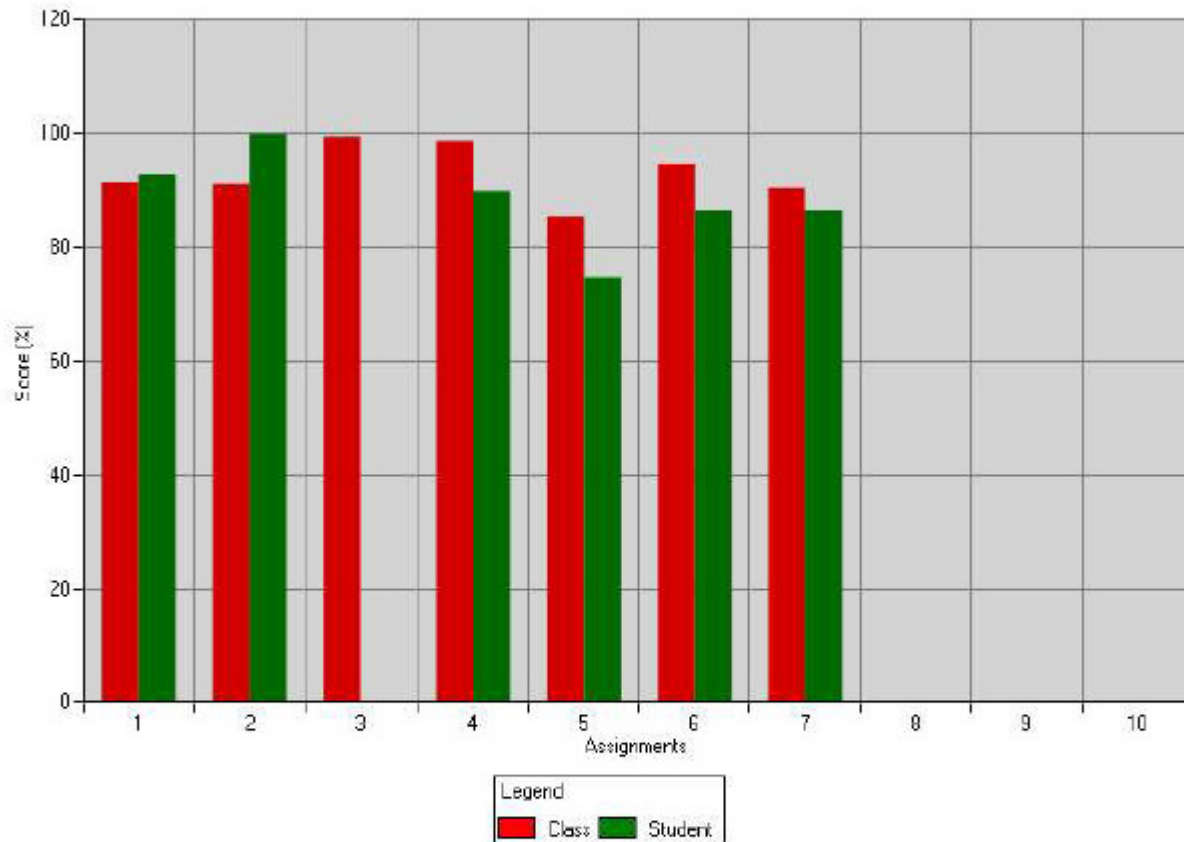
Hillman High School

## Assignment Averages

6/24/2010

Course: 4503WH-1  
 Description: AP World History  
 Student: 84421 - Ian J Adkins

Marking Period: T3  
 Teacher: Campbell, Dawn  
 Dates: 1/4/2010 - 6/24/2010



#	Due Date	Category	Description	Student Score	Points	Class Average
1	2/3/2010	Classwork	History of China	93.00	100.00	91.44
2	2/8/2010	Homework	Essay on Silk Road	100.00	20.00	91.25
3	2/11/2010	Homework	Confucianism Worksheet		15.00	99.57
4	2/17/2010	Homework	South Asian Religions Review	90.00	10.00	98.79
5	2/19/2010	Homework	East Asia Map	75.00	20.00	85.63
6	3/3/2010	Test	Middle East Geography Test	86.67	30.00	94.81
7	3/10/2010	Classwork	Elements of Culture Group Activity	86.67	15.00	90.67

## To Run the Score Threshold Report

1. On **My Home** page, select the report card run (marking period) for which you want to run the report.
2. Click **Score** link for the course. The **Gradebook Scores** page displays.
3. If you want to print the report for a specific category or mark, click the tab for the category or mark.
4. If you want to run the report for a selected assignment, click on the assignment score for any student.
5. Click **Score Threshold**.
6. On the **Score Threshold Report Options** pop-up box, specify the information that you want to include on the report.
  - **Run For:** Select whether you want to compare the threshold to the selected assignment or to the tab average.
  - **Score Threshold:** Select the operator you want to use to compare the threshold. Then specify the threshold value and indicate whether the threshold should be compared to the score or percentage. If you have selected to run for the tab average, you can only select percentage.
  - **Start Date:** If you selected to run for the tab average, enter the Date Due of the first assignment you want to include. The first date of the marking period defaults.
  - **End Date:** If you selected to run for the tab average, enter the Date Due of the last assignment you want to include. If you selected a category tab, the **All** tab, or a report card mark tap, the last date of the marking period defaults. If you selected an IPR tab, the IPR date defaults.
  - **Show Withdrawn:** Displays the option you selected on the Gradebook Scores page. If you need to change this setting, click **Cancel** and change the Show Withdrawn Students option selected on the Gradebook Scores page.
7. Click **Run**. The report will open. You can then view, print, or save to your computer. Additionally, the .pdf file is saved automatically to your report directory and can be accessed from the My Home page.

## Sample Score Threshold Report

Hillman High School

### Score Threshold

6/24/2010

**Course:** World Studies      **Marking Period:** T3  
**Teacher:** Jaindl, Mark      **Period:** 1  
**Assignment:** Chapter 14 Review Questions      **Threshold:** < 80%

Student ID	Name	Percent
73208	Braun, Sarah	76.00
67023	Campo, Paula	76.00
54805	Gill, Alex	74.00
54200	Harrington, Suzanne	72.00
54230	Janachek, Lynn	58.00
55251	Logan, Ken	66.00

## Entering Interim Progress Grades

Use the **Enter Interim Progress** page to add grades, attendance, or comment information for the selected IPR Run Date. Information entered on this page will print on the student's IPR card.

Interim Progress Report (IPR) Run Dates are pre-defined by your administration.

**Enter Interim Progress**

Save
My Classes
Show Notes
Spell Check
Load From Gradebook

---

**IPR Run Date:**

☒ Existing IPR Run Dates
 ☐ New Individual IPR

4/21/2010

Show Course

### 4504WH-1 World Studies Date: 4/21/2010

**Building:** 1050 - Hillman High School    
 **Primary Staff:** Jaindl, Mark    
 **Marking Periods:** T2,T3    
**Period:** 1    
**Days:** A,B

	Marks	Comments				Absences	
Student Name	MID	CM1	CM2	EFF	CDT	AB	TDY
<a href="#">Braun, Sarah N</a>	B+	C01	C11				
<a href="#">Brown, Brandon John</a>	B+	C12	C11				
<a href="#">Campo, Paula</a>	C+	C07				1	
<a href="#">Gill, Alex Colin</a>	F	C15					

The **Enter Interim Progress** page displays the class list and columns for grades, comments, or attendance information for the students. The list of students is sorted in alphabetical order. Students who are enrolled on the selected IPR date display.

If you have entered scores for Gradebook assignments, you can load IPR marks from your Score Assignments page. The marks that get loaded for a student are based on the average of the student's assignment scores.

### To Post Grades to IPR

- On the Score Assignments page, enter all scores that should be included when calculating the IPR mark.
- Run the **Missing Scores** report for the class to verify that there are no scores missing for students that should be entered.

**Tip:** The Exclude Missing Scores option on the Categories page controls whether all missing scores count as zero when calculating the average. If your school has defined alpha scores, you may wish to use the alpha score for an individual student instead. Your administrators must tell you the numeric equivalent of the alpha score and whether marks are excluded from the calculation.

- If desired, run the **Student Detail Report** for the class. This report includes a signature line for students/guardians to sign.
- From the **My Classes** page, select the appropriate **IPR Date** from the right side.

**My Classes**

**View:**

Current MP

**Attendance Date:**

4/14/2010

**RC Run:**

3

**IPR Date:**

04/21/2010

- Click the IPR link from **My Classes** page for the selected class. The Enter Interim Progress page will display.

**Note:** You can select or change an IPR Run Date from the Enter Interim Progress page by selecting Existing IPR Run Dates and choosing a date from the IPR Run Date drop-down box.

- Click **Load from Gradebook**. You must have entered scores for at least one assignment for this button to appear.

The averages from the Score Assignments page will be posted to the student's IPR mark slot. The student's percentage average will be translated to a valid mark if you use a Gradebook Scale. You can override the categories to be included in the IPR average from the IPR Average tab on the Assignments page.

- Enter incomplete marks, medical marks, or audits. You may also override student marks as necessary. However, we recommend that you override student marks on **Score Assignments** page instead by changing the average on the tab for the IPR date. If you change the mark on the **Enter Interim Progress** page, and you click **Load from Gradebook** again, the change you made there will not be retained. The mark will be updated to match the IPR average from the Score Assignments page.
- In the **Comments** columns, use the drop down selection box to highlight a comment and click **OK**.

Code	Description
4C	Conduct needs improvement
4E	Effort needs improvement
5C	Unsatisfactory conduct
5E	Unsatisfactory effort
C01	Pleasure to have in class
C02	Keep up the good work
C03	All work completed
C04	Showing improvement

- The **Absences** column will display the attendance totals for the designated absence slot. Your ability to edit attendance total fields is based upon district policy. If your district opts to transfer class information to interim progress reports, the attendance totals will reflect the total absences for the marking period up to the IPR date selected.
- To enter free text notes for a student, click **Show Notes**. Enter information in the **Notes** field.

Student Name	Marks	Comments				Absences	
	MID	CM1	CM2	EFF	CDT	AB	TDY
Braun, Sarah N	B+	C01	C11				
<b>Notes:</b>		<div>Sarah contributes well to class activities.</div>					

- When IPR **Marks** and **Comments** entry has been completed, click **Save**. Clicking **Save** “submits” the marks to the eSchoolPlus Mark Reporting application.
- A green checkmark will appear next to the IPR link in the **My Classes** page next to the selected class.

### To Enter an Individual IPR

The New Individual IPR option should be used sparingly. Since it is not possible to print an IPR from within TAC, you will need to notify an administrator that a student has an IPR waiting to be printed for a date other than the school's standard IPR date.

## Entering Grades into Report Cards

The **Enter Report Cards** page is used to add grades, attendance, or comment information for a class. Information entered on this page will print on the student's report card for the run/marketing period.

The Report Card (RC) Run will default to the current marking period. Your district may have specific policies with regard to modifying previous marking periods after grades have been submitted.

Displayed on the **Enter Report Cards** page is a class list and columns for credit, grades, comments, or attendance information for the students. The list of students is sorted in alphabetical order. Information for the students enrolled during the current marking period displays.

If you have entered scores for Gradebook assignments, you can load Report Cards marks from your Score Assignments page. The marks that get loaded for a student are either based on the average of the student's assignment scores (for example, a Quarter mark) or based on an Average Setup defined by your school (for example, a Semester or Final mark.) You can also display a summary of current and prior report card marks and absence information for the class by clicking **Summary**.

To generate Report Cards for one or more students in .pdf format, click **Print Report Cards**.

**Enter Report Cards**

RC Run: B

**4503WH-1 AP World History Run: 3 (Marking Period T3)**

Building: 1050 - Hillman High School    Primary Staff: Campbell, Dawn    Marking Periods: T2, T3    Period: 6    Days: A, B

By Report Card
By Competencies

Student	Credit	Marks			Comments				Absences			
		T	SEMEX	SM	CM1	CM2	EFF	CDT	ABS	TD	YTDAB	YTDTD
<a href="#">Acton, Lara E</a>	0.0000	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>			2	0
<a href="#">Adkins, Jan J</a>	0.0000	A- <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	B+ <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A- <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>			18	0
<a href="#">Babayan, Paige Charlotte</a>	0.0000	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>			3	0
<a href="#">Bragg, Tonya</a>	0.0000	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>			0	0
<a href="#">Choi, Hilary T</a>	0.0000	B+ <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	B <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	B+ <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>			1	0
<a href="#">Cumberland, Sam K</a>	0.0000	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>			4	0
<a href="#">Dean, Rachel Elizabeth</a>	0.0000	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	A <input type="button" value="↓"/> Ovr: <input type="checkbox"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>	<input type="button" value="↓"/>			4	0

### To Post Grades to Report Cards

- On the Score Assignments page, enter all scores that should be included when calculating report card marks.
- Run the **Missing Scores** report for the class to verify that there are no scores missing for students that should be entered.

**Tip:** The Exclude Missing Scores option on the Categories page controls whether all missing scores count as zero when calculating the average. If your school has defined alpha scores, you may wish to use the alpha score for an individual student instead. Your administrators must tell you the numeric equivalent of the alpha score and whether marks are excluded from the calculation.

- If desired, run the **Student Detail Report** for the class. This report includes a signature line for students/guardians to sign.
- Click the RC link from **My Classes** page for the selected class. The **Enter Report Cards** page will display.
- Click **Load from Gradebook**. You must have entered scores for at least one assignment for this button to appear.



6. If your school policy requires teachers to enter earned credit for students, a credit field will display. Typically, this column will not display. Your building administrators usually run an Assign Credit calculation that awards earned credit based on the marks you issue students. In some schools, teachers need to manually enter earned credit for courses, for example, alternative education programs.  
**Note:** Confirm with your administrators whether earned credit entered here is for the entire course, or if the credit is specific to the mark that you entered in TAC.
7. Enter incomplete marks, medical marks, or audits. You may also override student marks as necessary.
8. In the **Comments** columns, use the drop down selection box to highlight a comment and click **OK**.
9. The **Absences** column will display the attendance totals for the designated absence slot. Your ability to edit attendance total fields is based upon district policy.
10. When RC Marks and Comment entry has been completed, click **Save**. Clicking **Save** “submits” the marks to the eSchoolPlus Mark Reporting application. The RC link will display with a green checkmark when grades have been submitted.

### To Adjust RC Averages

1. Review the marks that posted to RC for the student. You can hold your mouse over the student’s mark slot to view the “Raw Gradebook Value” that was saved in the system when you clicked Load from Gradebook.
2. If you want to change the mark that was loaded, click in the box and type in the new mark, or use the table help box. If you change the mark here, a checkmark be flagged in the **Ovr** box. If you click the Load from Gradebook button again, this value will not change.

3. Click the Ovr link to enter a comment about why the mark was changed (optional.) A red exclamation point displays to the right of the Override checkbox if a comment has been saved.

4. Remember to click **Save** again if you need to resubmit grade changes to the office prior to the close of the marking period.



## To View the Teacher Access Report Card Summary

1. Click **Summary** to display the **Teacher Access Report Card Summary** for the class.

Teacher Access Report Card Summary

Print

Report Card Entry

Show Numeric Scores

Run: 2 (Marking Period T2)

Building

Primary Staff

Marking Periods

Period

Days

1050 - Hillman High School

Campbell, Dawn

T2, T3

6

A, B

Student Id	Student Name	Course	Grade	Marks						Absences					
				T2			T3			T2		T3		Year-To-Date	
				T	SEMEX	SM	T	SEMEX	SM	ABS	TD	ABS	TD	YTDAB	YTDTD
54020	Acton, Lara E	4503WH-1	10	A-	A-	A-	A	A	A	2	0			2	0
84421	Adkins, Ian J	4503WH-1	10	D-	C+	D	A-	B+	A-	18	0			18	0
78912	Babayan, Paige Charlotte	4503WH-1	10	C	B-	C	A	A	A	3	0			3	0
57729	Bragg, Tonya	4503WH-1	10	B-	B	B-	A	A	A	0	0			0	0
54211	Brayton, Misty	4503WH-1	10	C-		D+				0	0			0	0
54282	Choi, Hilary T	4503WH-1	10	A-	B+	A-	B+	B	B+	1	0			1	0
54701	Cumberland, Sam K	4503WH-1	10	C	C+	C	A	A	A	4	0			4	0
84975	Dean, Rachel Elizabeth	4503WH-1	10	C-	C	C-	A	A	A	4	0			4	0

2. To display the Raw Gradebook Values that were stored when you originally clicked Load from Gradebook, click **Show Numeric Scores**.

**Note** that if you changed student marks, the override flag does not display here, and the original Raw Gradebook Value still displays here. If you are trying to verify the calculation of a semester or final mark that is based on Report Cards marks, and one of the student's marks was overridden, your system administrator must tell you the numeric equivalent for the mark that you entered. For example, if you overrode a student's first marking period grade to be a value of B, but the original Raw Gradebook Value from the Score Assignments page was 79.125, the system might use a numeric value of 83 for the B when calculating the Final mark.

Teacher Access Report Card Summary

Print

Report Card Entry

Hide Numeric Scores

Run: 2 (Marking Period T2)

Building

Primary Staff

Marking Periods

Period

Days

1050 - Hillman High School

Campbell, Dawn

T2, T3

6

A, B

Student Id	Student Name	Course	Grade	Marks						Absences					
				T2			T3			T2		T3		Year-To-Date	
				T	SEMEX	SM	T	SEMEX	SM	ABS	TD	ABS	TD	YTDAB	YTDTD
54020	Acton, Lara E	4503WH-1	10	A- (90.02)	A- (91.00)	A- (90.11)	A (97.24)	A (96.00)	A (97.11)	2	0			2	0
84421	Adkins, Ian J	4503WH-1	10	D- (61.04)	C+ (77.00)	D (62.63)	A- (90.54)	B+ (88.00)	A- (90.27)	18	0			18	0
78912	Babayan, Paige Charlotte	4503WH-1	10	C (73.94)	B- (80.00)	C (74.54)	A (98.91)	A (97.00)	A (98.71)	3	0			3	0
57729	Bragg, Tonya	4503WH-1	10	B- (80.84)	B (85.00)	B- (81.25)	A (97.14)	A (95.00)	A (96.92)	0	0			0	0
54211	Brayton, Misty	4503WH-1	10	C- (63.30)		D+ (63.57)				0	0			0	0
54282	Choi, Hilary T	4503WH-1	10	A- (93.17)	B+ (89.00)	A- (92.75)	B+ (87.97)	B (85.00)	B+ (87.65)	1	0			1	0
54701	Cumberland, Sam K	4503WH-1	10	C (73.11)	C+ (79.00)	C (73.69)	A (97.03)	A (94.00)	A (96.71)	4	0			4	0
84975	Dean, Rachel Elizabeth	4503WH-1	10	C- (71.53)	C (75.00)	C- (71.87)	A (97.08)	A (98.00)	A (97.17)	4	0			4	0

3. To print the report, click **Print**.
4. To return to the **Report Card Entry** page, click **Report Card Entry**.

## Entering Competencies

Competencies can be used instead of scheduled courses to produce a report card for your students. Competencies are typically descriptive phrases of skills and standards that students are achieving, rather than course names. Competencies are organized into Competency Groups. This can make it easier to assess each student's achievement for multiple competency items.

Competencies can be assigned to you in two ways: Student Competencies or Course Competencies. You may be responsible for assessing students for both types of competencies.

*Student Competencies* are used if the competency is not associated with a scheduled course. For example, in elementary schools students may be graded for competencies without being scheduled into courses or, in buildings that schedule, you may have general competencies that are not course specific.

The Enter Competencies option in TAC allows you to select the Student Competency groups that are assigned to you and enter marks and assessments for student competency items. To display the list of students for whom you can enter competency information, click the link for the marking period for the competency group.

*Course Competencies* are attached to scheduled courses, and are accessed from the Report Cards Entry page or the [Comp](#) link on the My Home page.

### To Enter Student Competencies

1. From the **Enter Competencies** menu option from the left side menu.
2. The **My Classes-Student Competencies** page will display listing all the competency groups assigned to you. The **RC Run** selected corresponds to the **Marking Period** for which you will enter competency marks.

**My Classes - Student Competencies**

---

**User:** creifinger  
**RC Run:** 4

---

**Building: 4551 Teacher: 40750 - Reifinger, C**

Competency	Marking Period
Reading Grade 4	M1,M2,M3, <a href="#">M4</a>
Art Grade 4	M2, <a href="#">M4</a>
Library Grade 4	M2, <a href="#">M4</a>
Music Grade 4	M2, <a href="#">M4</a>
Phys Ed Grade 4	M2, <a href="#">M4</a>

**Note:** Prior to each designated report card distribution date (RC Run) each marking period, competencies will be "built" for that marking period. This is a process that assigns the competencies to the students and the appropriate teachers for the selected marking period. The Build Competencies program is run within the eSchoolPLUS software and does not require any intervention by the teacher. A teacher cannot enter competency marks until this process has been completed.

- If you are using the Standards-Based Gradebook and you have attached homework and other assignments to competencies, you may click the **Load All From Gradebook** button (above the list of Competency Groups) to load competency marks for all students in all groups.
- Click the **Marking Period** link to enter competency marks for the selected Competency Group. The **Student List** will display listing all students assigned to the selected Competency Group.

Mark Entry By Competency List					
My Classes	Competency Entry				
Competency List	Load From Gradebook				
<b>Building:</b>	4551 - Creek Valley Elementary School				
<b>RC Run:</b>	4				
<b>Competency Group:</b>	GR04 - Reading Grade 4				
<b>Teacher:</b>	40750 - Reifinger, C				
<b>Marking Period:</b>	M4				
<b>Filter</b> <input type="button" value="Refresh List"/> <table border="1"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>-View All-</td> <td></td> </tr> </tbody> </table>		Field	Value	-View All-	
Field	Value				
-View All-					

### Student List

Student ID	Student Name	Home Room	Grade	Secondary HRM	HRM Teacher
153074	<a href="#">Allen, Amanda Shelby</a> ⚠	210	04		40750 - Reifinger, C
150740	<a href="#">Ballett, Ruth Mara</a>	210	04		40750 - Reifinger, C
150111	<a href="#">Bhandari, Deepa</a> ⚠	210	04		40750 - Reifinger, C
150191	<a href="#">Bortz, Caitlin</a> ⚠	210	04		40750 - Reifinger, C
004774	<a href="#">Brown, William Ryan</a>	210	04		40750 - Reifinger, C
003773	<a href="#">Good, Vincent Miller</a>	210	04		40750 - Reifinger, C
151318	<a href="#">Hernandez, Mario Anthony</a> ⚠	210	04		40750 - Reifinger, C

- If you are using the Standards-Based Gradebook and you have attached homework and other assignments to competencies, you may click the **Load from Gradebook** button here to load competency marks for the students in this Competency Group.
- If you teach special subjects such as Music, Art, or Health/Fitness, filter your **Student List** by clicking on the **Field** drop down selection box, and selecting the appropriate Field and Value for the filter.

Filter	
<input type="button" value="Refresh List"/>	
Field	Value
-View All-	
-View All-	
Primary Home	
Secondary Home	
Grade	
Homeroom Teacher	

7. Click the link for a student's name to enter competency marks. The **Mark Entry by Competency** page will display.

Mark Entry By Competency					
<a href="#">Save</a>	<a href="#">My Classes</a>	<a href="#">Competency List</a>	<a href="#">Student List</a>	<a href="#">Synchronize</a>	<a href="#">Free Text Comment</a>
<div style="display: flex; justify-content: space-between;"> <div> <b>Building:</b> 4551 - Creek Valley Elementary School  <b>Competency Group:</b> GR04 - Reading Grade 4  <b>Marking Period:</b> M4         </div> <div> <b>RC Run:</b> 4  <b>Teacher:</b> 40750 - Reifinger, C  <b>Student:</b> 153074 - Allen, Amanda Shelby         </div> </div>					

Competencies						
Competency	M3 Marks	M4 Marks	M4 Comments			
	M	M	CM1	CM2	CM3	CM4
<b>Developmental Reading Assessment (Independent)</b>						
Current Level	S40	512				
Benchmark	40	40				
<b>Reading</b>	A					
<b>Level of Performance</b>	3	3				
Reads orally with fluency	---	✓				
Reads orally with expression	---					
Uses comprehension strategies	---					

8. For each competency listed, enter the appropriate mark from the selection box. The competency descriptions and available marks are configured by your district administrators. Default marks may also have been pre-loaded for you.
- Note:** Boxes shaded in green indicate a score that has been manually entered (overridden).
9. If desired, enter comments for the student. Click **Free Text Comment** to open a window to enter text. You can enter one free text comment for each marking period for a student. This is a general free text comment that prints at the bottom of the student's report card. The comment is not specific to a competency group.

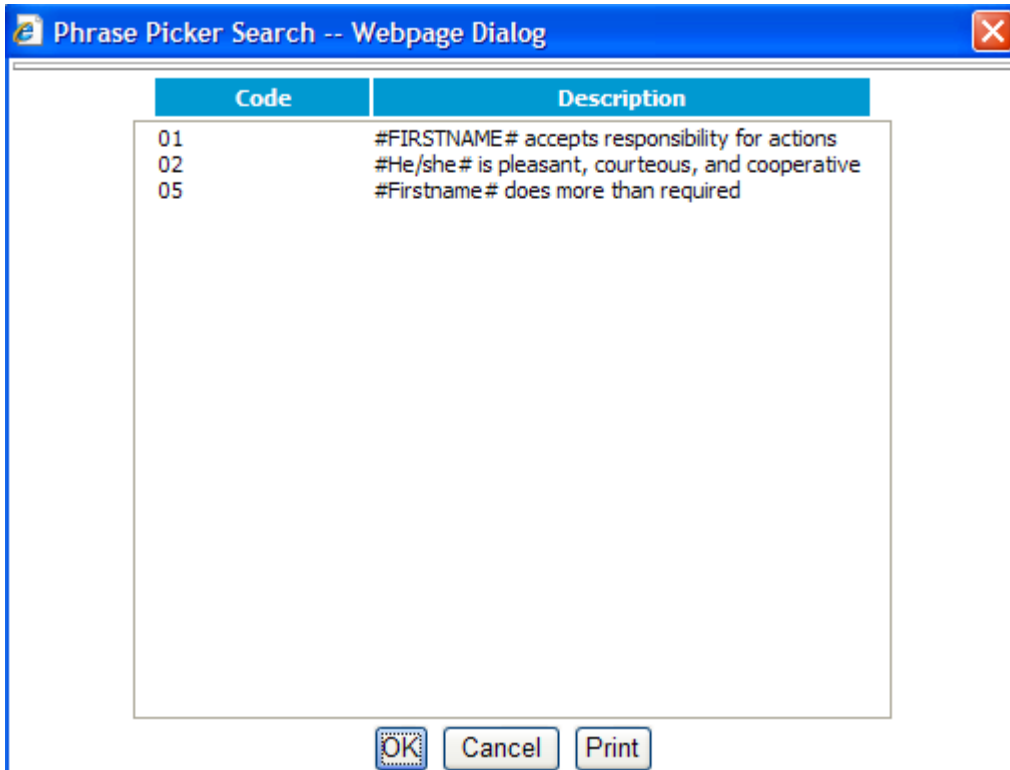
Free Text Comment		
<b>ID:</b> 153074	<b>Building:</b> Creek Valley Elementary School	<b>Grade:</b> 04
<a href="#">Save</a>	<a href="#">Spell Check</a>	<a href="#">Phrase Picker</a>
<a href="#">Return</a> <a href="#">Competency List</a>		

**Teacher:** 40750 - Reifinger, C

### Marking Period - M4

Amanda does more than required. She is pleasant, courteous, and cooperative.

10. If your school has defined Phrase Picker comments, you can click the Phrase Picker button to help you compose your student comments. Edit the comments you've selected, as needed.



11. Click **Save** to save the comments.
12. Click **Return** to return to the **Mark Entry by Competency** page.
13. When you have completed the process of entering competency marks, click **Student List** and click **Save** to save your changes. Continue selecting students from the **Student List** and entering competency marks for the selected competency.
14. From the **Mark Entry by Competency List** page or the **Mark Entry by Competency** page, click **Competency List** to return to the list of available competency groups.

## Competency Entry by Class (Student Competencies Only)

To view and update all students and competencies on one page, use the Competency Entry page.

**Note** that you cannot access the Free Text Comment option from the Competency Entry page.

1. From the Competency List page (My Classes – Student Competencies), select an RC Run (marking period) and a Competency Group. Click on the Marking Period link.
2. The Mark Entry by Competency List page opens. Click the **Competency Entry** button.
3. The Competency Entry page loads. Please allow time for this page to load if there are several students or competency items in the selected competency group.
4. When you are done entering and modifying student competency marks, click **Save**. Please allow time for the page to save.
5. Click **Competency List** to select a different Competency Group, or click **Student List** to return to the Mark Entry by Competency List for this Competency Group.

Competency Entry													
Save		My Classes		Competency List		Student List							
Building:		4551 - Creek Valley Elementary School											
RC Run:		4											
Competency Group:		GR04 - Reading Grade 4											
Teacher:		40750 - Reffinger, C											
Marking Period:		M4											
Filter													
Refresh List													
Field		Value											
-View All-													
Student Competencies													
Student	Develop...	Current Level		Benchmark		Reading		Level of Performance		Reads orally with ...		Reads orally with ...	
		M	CM1	M	CM1	M	CM1	M	CM1	M	CM1	M	CM1
<a href="#">Allen, Amanda Shelby</a>		<input type="text"/>	<input type="text"/>	40	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Ballett, Ruth Mara</a>		<input type="text"/>	<input type="text"/>	40	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Bhandari, Deepa</a>		<input type="text"/>	<input type="text"/>	40	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Bortz, Caitlin</a>		<input type="text"/>	<input type="text"/>	40	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Brown, William Ryan</a>		<input type="text"/>	<input type="text"/>	40	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## To Enter Course Competencies

*Course competencies* are associated with specific courses. Only students scheduled into the course will be graded for the competency. If competencies are associated with courses assigned to you, a Comp link will display under the **Actions** column in **My Classes**.

1. Click the Comp link for the course on the **My Classes** page.

My Classes

Courses: All Courses

Attendance Date: 6/6/2008

RC Run: 3




IPR Date:

Period	Course	Description	Room	Cycles	Marking Periods	Actions						
Building: 7 - CA Elementary School #7 Staff: APICHELLA												
HOME	N/A	Primary Homeroom	20			List	Att All P	Pic	-	-	-	
1	1001 - 1	Grade 1	20	1	M1, M2, M3, M4	List	-	-	Def	Score	RCComp	

2. The **Enter Report Cards** page displays along with a list of students in the class.







Enter Report Cards					
<a href="#">My Classes</a>		<a href="#">Print Report Cards</a>			
Course: 4503WH - 1 AP World History	Primary Staff: Campbell, Dawn	Marking Periods: T2, T3	Period: 6	Days: A, B	
Building: 1050 - Hillman High School		Report Card Run: 2	Marking Period: T2		
Competency Group: WHIST - World History					
<a href="#">By Report Card</a>		<a href="#">By Competencies</a>			

### Student List

Student ID	Student Name	Marks Entered
54020	<a href="#">Acton, Lara E</a>	N - None
84421	<a href="#">Adkins, Ian J</a>	N - None
78912	<a href="#">Babayan, Paige Charlotte</a>	N - None
57729	<a href="#">Bragg, Tonya</a> 	N - None
54211	<a href="#">Brayton, Misty</a> 	N - None
54282	<a href="#">Choi, Hilary T</a>	N - None
54701	<a href="#">Cumberland, Sam K</a>	N - None
84975	<a href="#">Dean, Rachel Elizabeth</a> 	N - None

3. If you are using the Standards-Based Gradebook and you have attached homework and other assignments to competencies, you may click the **By Report Card** folder tab. Then click the **Load from Gradebook** button to load both Report Cards marks and competency marks for the students in this scheduled course.

4. If you are manually entering competencies or making changes, click the link for a student from the **By Competencies** folder tab.

Course Competencies		
<a href="#">Save</a>	<a href="#">Report Card Entry</a>	<a href="#">My Classes</a> <a href="#">Print Report Cards</a>
<b>Course:</b> 4503WH - 1 AP World History <b>Primary Staff:</b> Campbell, Dawn <b>Marking Periods:</b> T2, T3 <b>Period:</b> 6 <b>Days:</b> A, B <b>Building:</b> 1050 - Hillman High School <b>Report Card Run:</b> 2 <b>Marking Period:</b> T2 <b>Student:</b> 84421 - Adkins, Ian J <b>Competency Group:</b> WHIST - World History		
Competency	APLS	CM1
<b>Competency 1</b>		
The learner will recognize, describe, and analyze that there are recurring patterns in world history.	Y 	
<b>Competency 2</b>		
The learner will assess how the dynamic nature of human experience alters/influences the course of history.	Y 	
<b>Competency 3</b>		
The learner will grasp the complexity of historical causation and comprehend the interplay of change and continuity throughout history.	Y 	

5. Some marks may be pre-loaded for you. Enter competency marks and comments as appropriate and click **Save**.
- Note:** Boxes shaded in green indicate a score that has been manually entered (overridden).
6. Continue selecting students from the **Student List** and entering competency marks for the selected course.



## Entering Course Recommendations








Use the **Enter Course Recommendations** page to select courses that you would recommend for the student to take next year based on the student's progress in your course. Guidance counselors can review course recommendations when scheduling for the upcoming year. Guidance staff can also create course requests for selected recommendations. You can use the Priority field to prioritize recommendations for consideration.

The number of recommendations that you can make per student is determined by your building administrator. The designated limit appears at the top of the page. Additionally, you may be limited to entering recommendations for courses that are offered by the same department as the course you are teaching.

1. To access the Enter Course Recommendations page, click the **Rec** link for a course on the My Home page. You can only enter recommendations for classes for which you enter grades.
2. The Enter Course Recommendations page lists the students in your course and includes fields to enter course recommendation information. The list of students is sorted in alphabetical order by student name and includes students who have dropped the course.

**Note:** You are entering course recommendations for courses for the student's next building. The courses available for a student may be different if the student will attend a different building next year.

3. To save changes, click **Save**.

Enter Course Recommendations					
		Save		My Classes	
<b>4503WH-1 AP World History</b>					
<b>Building:</b>		1050 - Hillman High School		<b>Primary Staff:</b> Campbell, Dawn	
				<b>Marking Periods:</b> T2, T3	
				<b>Period:</b> 6	
				<b>Days:</b> A, B	
<b>Maximum Recommendations per Student:</b> 2					
Student	Next Year Bldg	Course	Description	Priority	Delete
<a href="#">Acton, Lara E</a>	RBHS	4706SS1 	AP US Government/Politics	1	<input type="checkbox"/>
		4301GV 	Government	2	<input type="checkbox"/>
					<input type="checkbox"/>
<a href="#">Adkins, Jan J</a>		4301GV 	Government	1	<input type="checkbox"/>
					<input type="checkbox"/>
<a href="#">Babayan, Paige Charlotte</a>					<input type="checkbox"/>
<a href="#">Bragg, Tonya</a>					<input type="checkbox"/>

## Entering Interventions

If your district tracks Student Success Plans, you may use the Student Success Plan Intervention page to view or enter progress marks and/or comments for students who are assigned to you. The frequency that progress can be reported may be different for each student. Some students may need progress reported daily, weekly, on selected dates, or only as needed. Regardless of the frequency of progress reporting assigned to a student, you can always create a new intervention progress date to report progress as needed.

To enter intervention progress information:

1. On the My Home page, click **Enter Interventions**. The **My Classes - Intervention Responsibilities** page displays.

**My Classes - Intervention Responsibilities**

---

**User:** lbookman

---

Teacher: 19308 - Bookman, Liana

**Intervention**

  
[Home Reading Plan](#)

---

2. Click the intervention link for the intervention that you want to enter progress for. The Student Success Plan Intervention page displays.

**Student Success Plan Intervention**

---

**Intervention:** HOME - Home Reading Plan

☒ **Standard Intervention Progress Date(s):**  **through**

☐ **Create New Intervention Progress Date:**

---

**Primary Staff:** 19308 - Bookman, Liana

			Marks
Student Name	Plan	Intervention Date	MARK
<a href="#">Hoffmeister, Alex Paul</a> ⚠ ⚠ ⚠	Writing Improvement	4/12/2010	<input type="text" value="+"/> <input type="button" value="↓"/>
<b>Notes:</b>		<div style="border: 1px solid #ccc; padding: 5px;">                     Alex's last book report contained very few grammatical errors.                 </div>	

3. Select the progress information to display and click **Refresh**.
  - To display the progress dates based on the specified frequency for a student, select the Standard Intervention Progress Dates(s) option and specify the start and end date of the range.
  - To create a progress date record for all students for a specific date, select the Create New Intervention Progress Date and specify the date.
4. Enter the progress information as needed.
  - **Marks:** Enter the grade for the mark type. Type the desired grade or click the down arrow to select the grade from a list of valid grades.
  - **Notes:** Enter text up to 255 characters explaining the student's progress.
5. To spell check the notes on the page, click Spell Check. Use the UltimateSpell options to make changes as needed. When you have completed the spell check, click **OK** to keep the changes.
6. Click the **Save** button.

**Note:** You must save before accessing any pages external to the Teacher Access Center, or your entries will be lost.

The progress information is only saved if you enter a comment or mark for the progress date for the student.

## Entering Goals

If your district tracks Student Success Plans, you may use this page to display student goals that have been assigned to you in eSchoolPLUS. The page displays a list of students and the goals for which you are responsible as Goal Manager.

**To enter progress for student goals:**

1. From the left side menu, click **Enter Goals**. The **My Classes - Goal Responsibilities** page displays.

**My Classes - Goal Responsibilities**

---

User: lbookman

Show Completed Goals ☐  
 Show Goals for Other Teachers ☐

Student Name	Plan	Plan Type	Goal	Completion Date
<a href="#">Adams, Jennifer</a> 	504 Success Plan	504 - 504 Success Plan	<a href="#">Independently selects and applies appropriate comprehension strategies for reading a variety of texts</a>	

2. Click the link for the goal you want to update. The **Student Success Plan Goals** page displays.

**Student Success Plan Goals**

---

**Primary Staff:** 19308 - Bookman, Liana  
**Plan:** 504 Success Plan  
**Plan Type:** 504 - 504 Success Plan  
**Goal:** PHON  
**Goal Manager:** 19308 - Bookman, Liana  
**Level:**  
**Goal Detail:**  
**Baseline:**  
**Comment:**  
 x:   
**Completion Date:**    
☒ **Show Complete Goal Information**

Objective	Completion Date	Comment
CAP1 - Applies print/text knowledge in grade level text: titles/headngs, text features, pictures, charts/graphs, maps, glossary, table of contents, index (PRINT)	<input type="text" value="02/24/2010"/>	<input style="width: 100%;" type="text"/>

3. To display additional fields on the goal, check the **Show Complete Goal Information** box.

4. If the student has completed the goal, enter a date in the **Completion Date** field.
5. Enter progress information by updating the goal's objectives.
  - **Completion Dates:** Enter dates for objectives that have been completed.
  - **Comments:** Enter comments related to the student's progress, using up to 4,000 characters.
  - **District-Defined Fields:** Complete any additional fields that have been set up by your district.
6. To spell check the comments on the page, click Spell Check. Use the UltimateSpell options to make changes as needed. When you have completed the spell check, click **OK** to keep the changes.
7. Click **Save**.

**Note:** You must save before accessing any pages external to the Teacher Access Center, or your entries will be lost.

## Viewing Student Test Scores

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If your school administration has defined tests to be viewed in TAC, you can click the View Test Scores menu option from the left side. Use the View Student Test Scores page to view test score information for students in your classes. If the administrator has defined score thresholds for failure or proficiency, test scores will display with color-coded background to help you see test score trends.

You can print a report of the displayed test scores. The Report button does not display if the test score view you select has more than 10 score fields.

### To view student test scores:

1. Select **View Student Test Scores** menu option.
2. In the **Test Score View** field, select the test you want to display.
3. You can filter the scores that are displayed with the **Filter Scores** field, as follows:
  - **All Scores** - select this filter to display all scores for the test view.
  - **View Failing Scores Only** - select this filter to display only scores that are equal to or below the failure threshold. An administrator can define the failure threshold for each score field as part of the test view.
  - **View Passing Scores Only** - select this filter to display only scores that are above the failure threshold. An administrator can define the failure threshold for each score field as part of the test view.

If a score field was not set up with a failure threshold, no scores will be displayed if you select the View Failing Scores Only or View Passing Scores Only filters.

4. To display the scores for students in a course-section-session, click the folder tab next to that course.

### Key to color-coded background for scores.

**Red** - indicates a failing test score. A failing test score is a score that is equal to or below the failure threshold. An administrator can define the failure threshold for each score field as part of the test view. The report will indicate a failing test score by displaying one asterisk (\*) before the score.

**Yellow** - indicates a proficient test score. A proficient test score is a score that is above the failure threshold and is equal to or below the proficient threshold. An administrator can define the failure threshold and proficient threshold for each score field as part of the test view. The report will indicate a proficient test score by displaying two asterisks (\*\*) before the score.

**Green** - indicates an accelerated test score. An accelerated test score is a score that is above the proficient threshold or a score that is above the failure threshold if only a failure threshold is defined. An administrator can define the failure threshold and proficient threshold for each score field as part of the test view. The report will indicate an accelerated test score by displaying three asterisks (\*\*\*) before the score.

**White background** - indicates that no range data was specified for the test score.

5. To print the score information that is displayed, click **Report**.

### View Student Test Scores

Report

Test Score

View:

DWA Grades 1-10

Filter

Scores:

All Scores

Test Score

Key:

Indicates a Failing Test Score

Indicates a Proficient Test Score

Indicates an Accelerated Score

No range data available for this test score.

### Teacher: Campbell, Dawn

See/Hide Students	Course-Section	Description	Scheduling	Marking Periods	Cycle Days
	N/A	Primary Homeroom			
	4501WH - 18	World History	1	T2, T3	A, B
	00000 - 46	Conference-Grupe	2	T2, T3	A, B
	0120NC2 - 3	Study Hall Sem 2	3	T3	A, B
	0120NC1 - 3	Study Hall-Sem 1 (MAC Scholars)	3	T2	A, B
	4503WH - 2	AP World History	4	T2, T3	A, B
	2303EN - 2	English 10 H Block	A-5	T2, T3	A, B
	4503WH - 1	AP World History	6	T2, T3	A, B
		Student	ID	District Writing Assessment	
		<a href="#">Acton, Lara E</a>	54020	4	
		<a href="#">Adkins, Jan J</a>	84421	4	
		<a href="#">Babayan, Paige Charlotte</a>	78912	3	
		<a href="#">Bragg, Tonya</a>	57729	3	
		<a href="#">Choi, Hilary T</a>	54282	3	
		<a href="#">Cumberland, Sam K</a>	54701	4	
		<a href="#">Dean, Rachel Elizabeth</a>	84975	2.5	
		<a href="#">Dietz, Claudia Ann</a>	84982	2	

## E-Mailing Students and Guardians

Use the **Teacher E-Mail** page to send an email to all students and/or guardians of students that you teach. You can email an individual, a set of individuals, an entire class, or all classes. You can also attach files to the email.

Your district may have set up *Teacher Access Center* to send the email from a generic account. If the email is sent from a generic email address, your district may have selected to have a statement automatically added to your email text to indicate that parents and students should not reply to the email.

### To Send E-Mail

1. Select **Email Students/Guardians** from the menu.
2. Select whether you want to send the email to students, guardians, or both students and guardians in the **Send To** field. This field determines whom you can select to email for a class. For example, if you select to send the email to students, the list of individuals for a class will include only students.
3. Select the individual(s) you want to email.
  - To email all individuals for all classes, click **All** button in the header row.
  - To email all individuals for specific classes, click the checkbox for the course to enter a check.
  - To email selected individuals, expand the folder for the course to display a list of the individuals for the course. Click the checkbox for the individuals whom you want to email.

**Note:** You cannot select a student or guardian who does not have an email address stored in the *eSchoolPLUS*.

**Teacher E-Mail**

Send My Classes

Send To: Students and Guardians

**Teacher: teacher1 - John Doe (john.doe@usa.k12.us)**

Select	Course-Section	Description	Scheduling	Marking Periods	Cycle Days
<div> <div>All</div> <div>None</div> </div>	1510A - 1	Chemistry - S1	1	M1, M2, M3	M, T, W, R, F
<div> <div> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> </div> </div>	1510B - 1	Chemistry - S2	1	M4, M5, M6	M, T, W, R, F

4. Enter the subject for the email in the **Subject** field.
5. If you want to send the email with a priority of Low or High, select a different priority from the priority field. Some email systems display an indicator to let recipients know that an email has a high or low priority.
6. In the Format field, select **Text** to send email in plain text or HTML to send email in HTML format.

**Note:** HTML format is not supported by all email clients. Formatting in an HTML email may not be displayed for all recipients of the email.

7. Enter the text for the email in the field below the **Subject** field. If you selected the HTML format, you can click the **HTML** tab in the bottom left corner of the editor to display and edit HTML code.

Subject: \* Homework Assignment      Priority: Normal      Format: HTML

Normal      Verdana      2 (10 pt)      **B**      *I*      U      [List Icons]      [Link Icon]      [Image Icon]      [Table Icon]      [More Icons]

Type your email message here.

8. To add an attachment, click **Attach a File** link at the bottom left of the page. Then, click **Browse** button to find the file on your computer. Once you've selected the file, click **Attach** link to attach the file to the email.
9. Click **Send** button to send the email to the selected individuals.

**Note:** You may not be able to use this page if you do not have an email address stored in your staff record. Depending on how your district has set up TAC, the teacher email feature may require that an email address be stored in your staff record.

10. A copy of the email is sent to the teacher's email address and also to **My Reports**.



## Conduct Referrals, Classroom Issues, and Class Issue Mass Entry

The menu options on the left side for Conduct Referrals, Classroom Issues, and Class Issue Mass Entry may appear if your school is using the Discipline Referrals option. Discipline Referrals in TAC are covered in a separate document. You may also consult the Online Help.

## Modifying Teacher Preferences

Teacher preferences allow you to define settings for the Score Assignments page. If you teach courses in more than one building, you can define the preferences to use for courses for each building. To change the preferences for a building, click the **Edit** link.

Teacher Preferences					
Gradebook					
Building	Building Name	Override Average	Display All Tab	Default Selected Tab	
2	SunGard High School 2	✓	✓	All	<a href="#">Edit</a>

### To Customize Teacher Preferences

1. Select the **Teacher Preferences** menu option from the left side menu.
2. Click **Edit** and modify your preferences as follows:
  - **Override Averages:** If your building is configured to allow teachers to override the averages on the Score Assignments page, you can choose to turn off that feature. This will only affect the mark types that are calculated based on Gradebook scores. This does not affect the averages calculated based on an Average Setup. Category averages cannot be overridden if you selected "Calculate Average Using Total Points" on the **Category** tab.
  - **Display All Tab:** If your building is configured to display the All tab to display the average of all assignments, you may choose to not have the All tab display. If you turn off this option, you will only see tabs for the categories selected for the course.
  - **Default Selected Tab:** You can select your own default tab to display when you open the Score Assignments page. The assignments and averages for the default tab will display. You may change the tab you are viewing at any time by selecting a different tab.
3. Click **Save**.

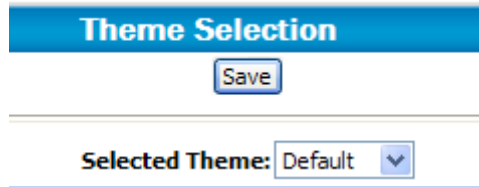
## Cognos Reporting

An option for Cognos Reporting may appear on the left side menu if your administrators have created additional reports for you to run. Your administrators must give you information about the reports that are available.

## Changing Your Theme Colors

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1. Click **Select Theme** from the left side menu.
2. In the **Theme Selection** window, select a color theme from the **Selected Theme** selection box.

A screenshot of a web application window titled "Theme Selection". The window has a blue header bar with the title "Theme Selection" in white. Below the header is a "Save" button. A horizontal line separates the header from the main content area. In the main content area, there is a label "Selected Theme:" followed by a dropdown menu showing "Default" and a downward arrow. The entire window is outlined with a thin blue border.

Theme Selection

Save

Selected Theme: Default ▼

3. Click **Save**.